

Position description

Position	Coordinator Allied Health (Occupational Therapy)		
Purpose	To provide allied health assessments to clients, and consultation and training for clinical nurses, to support delivery of care for people accessing the Team Care Coordination Program.		
Approval date	25 September 2023	Approved by	Kym Strachan

Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km² of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- Be informed and led by community voice
- Re-orient the health system toward care close to home
- Build capacity of providers to meet health needs of our region
- An accountable, high performing organisation.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

Role-specific

- conduct telehealth and in-home face-to-face functional, falls prevention and activities of daily living assessments, and make recommendations for at-risk people living with chronic health conditions

Commented [LC1]: ? add telehealth

Commented [AH2R1]: can we switch the wording to conduct telehealth and in home face to face rather than the other way around to show the step up model of care and not that face to face is the norm?



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Level 1, Market Central
120 Chalk Street, Lutwyche QLD 4030
PO Box 845 Lutwyche QLD 4030
t 07 3630 7300

- work collaboratively with the clinical nursing team and client care providers to support completion of timely and comprehensive assessments, recommendations and prescription of equipment and goods as identified
- act as resource for clinical nurses to provide allied health support and direction with client cases
- conduct work activities in accordance with Workplace Health and Safety policies, particularly in relation to home visiting practices
- identify quality improvements opportunities within the Team Care Coordination program

Commented [AH3]: wont need to source own supervision as Bec and her can do this for each other and Bec is still in discussions with PACS as part of her PD to ensure ongoing learning and development

Commented [AH4]: Identify quality improvement in the team care program

General

- Regularly attend team and staff meetings
- Contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- Communicate effectively and respectfully with all members of the organisation and external stakeholders
- Record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- Comply with reporting requirements as directed by your manager
- Deal with sensitive information in a confidential and professional manner
- Complete other reasonable duties and projects as required to meet organisational objectives

Reporting relationships

Relationships

Reports to: Team Leader | Team Care Coordination

Direct reports: None

Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 3 – All other staff

Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

Qualifications and experience

- Occupational Therapist who has a minimum of 2 years' experience and registration with AHPRA
- experience in working in community settings
- high level of critical analysis, problem solving and decision making to apply appropriate interventions in complex environments
- advanced level interpersonal and written communication skills
- demonstrated experience in working with client management systems and computer programs
- ability to develop and maintain professional relationships with nursing team, clients, carers and other care providers.

Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

Other

A current driver's licence is desirable and use of a personal vehicle may be required, including travel between workplaces. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)