



POSITION DESCRIPTION

Position Title: TAC Occupational Therapist
Department: Transitional Aged Care
Location: War Memorial Hospital
Uniting Purpose: To inspire people, enliven communities & confront injustice
Uniting Values: Imaginative, respectful, compassionate, bold

Classification: Occupational Therapist Level 1/2
Vaccination risk category: A
Award: Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Agreement 2016
Employment status: Fixed Term Full Time until 31 January 2027 with the possibility of extension.
Hours: 38 HPW

Position reports to: Transitional Aged Care Manager
Position Supervises: Nil
Key relationships: Transitional Aged Care Team, Inpatient and multidisciplinary teams (MDT) within South Eastern Sydney Local Health District (SESLHD) referring from public & private hospitals, Home Care Package and Commonwealth Home Support Program community partners. General & specialist medical practitioners.

POSITION PURPOSE

This position provides a comprehensive range of Occupational Therapy services to the War Memorial Hospital Community Transitional Aged Care Program (TACP). The TACP is located at War Memorial Hospital (Waverley) and provides care to clients in the Eastern Suburbs of Sydney.

War Memorial Hospital
ABN 78722 539 923
125 Birrell Street
Waverley NSW 2024
T 02 9369 0100
F 02 9387 7018

The position functions as part of an inter-disciplinary team who provide a time limited, low intensity, community program to frail elderly clients who are ready for discharge from hospital care but are unable to return home without additional therapy and care services.

POSITION OBJECTIVES

- Plan, coordinate and deliver high quality Occupational Therapy care to patients in the Transitional Aged Care (TAC) Program
 - Demonstrate commitment and participation to quality improvement and evidence based practice and a commitment to ongoing clinical and professional learning
 - Provide case management to patients within the TAC program
-

KEY RESPONSIBILITIES

Financial management & awareness:

- Aware of the need for efficient and effective use of hospital resources and services
- Aware of the need for efficient and effective use of client services and resources
- Aware of TAC funding mechanisms and occupancy requirements

Operational processes:

- Assess, plan, organise, deliver, evaluate and report on the provision of high quality and client focused occupational therapy services in accordance with AASW, Uniting Care, NSW Health and SESLHD policies and clinical practices to achieve client health outcomes within specified timeframes
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance
- Demonstrates the ability to plan, organise and manage time effectively
- Demonstrate flexibility and the ability to work effectively within a changing healthcare environment
- Awareness and compliance with relevant SESLHD & UC policies and WMH business rules

Client management & engagement (internal & external stakeholders):

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders
- Display effective communication and interpersonal skills to support the provision of high quality clinical care
- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
- Demonstrate a commitment to assuring high standards and strive for a client centered service
- Deliver occupational therapy services (which may include treatment, investigation, diagnosis and case management) in accordance with prescribed professional and ethical standards
- Selection and implementation of intervention strategies to address problem areas identified in assessments and to meet goals within specific time frames
- Development of care plans in negotiation with the clients, carers and health professionals based on assessment findings and clinical reasoning
- Provide case management services for a portion of TAC packages
- Development and review of resources and other educational materials suitable for patients
- Provide facilitation of links with a range of community based services to ensure best outcomes for clients in the community
- Liaison and referral to other health professionals as required

- Participation in clinical care meetings, case conference and multidisciplinary meetings as required
- Provide clinical supervision and support to in-house care assistants, undergraduate and work experience students on observatory placements
- Participates in the local education requirements at WMH

People management & teamwork:

- Contribute to effective team dynamics and client and stakeholder relationships utilising high level communication and negotiation skills
- Provide general clinical advice to members of the multidisciplinary team, service managers and other stakeholders regarding service delivery and clinical service development
- Actively contribute to service and caseload management and planning within the TACP multidisciplinary team
- Provide relevant education to nursing, medical staff and other health professionals as requested
- Participate in evidence based practice activities within the department
- Facilitate delivery of an effective, flexible, innovative and integrated social work TACP service
- Liaise with patients and their families, other health professionals, supervisors, students and researchers as required
- Awareness of own strengths and areas for development
- Actively engage and participate in the company's performance management framework and review processes

KEY PERFORMANCE INDICATORS

Financial management & awareness:

- Support the TAC community & residential teams in efficient and effective departmental service delivery mindful of resources
- Actively engages and facilitates maximal package occupancy for business sustainability and optimal package usage
- Aware of processes and policies pertaining to financial matters relevant to the TAC team
- Adheres to cash handling and petty cash processes within the TAC department, minimising where possible
- Awareness of parameters of working within a budget and working within agreed resources

Operational processes:

- Clinical assessment, programs and intervention strategies are implemented and conducted to facilitate client participation
- Service delays identified and investigated
- Relevant data utilised to inform management decisions and practice
- Reports and statistics submitted by designated deadlines
- All clinical events are documented in accordance with SESLHD, WMH & UCA documentation standards
- Evidence of participation in in-services, staff education, internal and external meetings, and research activities
- 100% compliance with annual APHRA registration renewal
- Ensures client care delivery is within the parameters of NSW Health/Commonwealth TAC Guidelines

Client management & engagement (internal & external stakeholders):

- Applies TAC guidelines in assessing client's suitability for TAC program

- Demonstrates maintenance of healthy positive relationships with internal and external stakeholders
- Disseminates client related feedback to team
- Participation in WMH TAC client satisfaction surveys
- Care delivery shall be evaluated through performance indicators and outcome measures to ensure care meets the clients' needs
- Evidence of advocacy for clients and carers with other service providers
- Participation at team meetings, case conferences and other relevant meetings.
- Service attendance and discharges monitored
- Evidence of advocacy for clients and carers with other service providers
- Information from client and carer stories are utilised to remodel service delivery
- Provide general clinical advice to members of the MDT, service managers and other stakeholders regarding service delivery and clinical service development

People management & teamwork:

- Evidence that positive outcomes are shared and celebrated
- Evidence of engagement with MDT to critically reflect on and explore potential to improve practice
- Evidence of inter-discipline initiative.
- Evidence of regular communication with team members
- 100% up to date professional development plans and performance reviews
- Formally identified clinical supervisor for professional development
- Participates in a solution focused team environment
- Participates in a facilitative approach in efficient use of WMH resources inclusive of staffing

Work Health Safety Requirements:

- Follow policies, procedures and instructions relating to work health and safety that are relevant to the work being undertaken to ensure high quality and safe services in the workplace.
- Take reasonable care for your own health, safety and wellbeing and take reasonable care to ensure that your acts or omissions do not adversely affect the health, safety and wellbeing of others.
- Comply with reasonable instructions that are provided for the safety of you and others at the workplace.

Quality and Safety Requirements:

Staff work within, and are supported by, well-designed systems to deliver safe, high-quality clinical care. Staff are responsible for the safety and quality of their own professional practice, and professional codes of conduct. Staff will:

- Actively take part in the development of an organisational culture that enables, and gives priority to, patient safety and quality
- Actively communicate their profession's commitment to the delivery of safe, high-quality health care
- Model professional conduct that is consistent with a commitment to safety and quality at all times
- Embrace opportunities to learn about safety and quality theory and systems
- Embrace opportunities to take part in the management of clinical services
- Encourage, mentor and guide colleagues in the delivery of safe, high-quality care
- Take part in all aspects of the development, implementation, evaluation and monitoring of governance processes

- 100% compliance with mandatory training requirements

PROFESSIONAL SKILLS AND KNOWLEDGE

Skills & Experience:

- Minimum of two year’s demonstrated ability to provide Occupational Therapy intervention in an aged care rehabilitation and / or Community setting.
- Demonstrated ability to provide comprehensive client centred assessment, outlining clinical reasoning, care plan development and case management in consultation with the client, carer and multidisciplinary team
- Demonstrated ability for assessment and treatment of pressure care, equipment prescription, home assessments, prescription of home modifications and group work
- Demonstrated ability to manage clients with complex psychosocial issues and/or chronic and complex health care needs
- Demonstrated ability to work effectively and autonomously and as part of a multi-disciplinary team and to exercise independent professional judgement on routine matters, commensurate with years of experience
- Demonstrated high level written and verbal communication, and interpersonal skills with an ability to communicate across all levels and departments within WMH and external stakeholders and to proactively engage with patients/clients to enhance service delivery
- Demonstrated commitment to quality improvement and evidence based practice and a commitment to ongoing clinical and professional learning
- Demonstrated understanding of Work Health and Safety principles and hold a current NSW Drivers’ license Class C

Qualifications:

- Degree or post graduate qualification in Occupational Therapy and current registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Employee Name:		Managers Name:	
Date:		Title	
Signature:		Date:	
		Signature:	

JOB DEMANDS CHECKLIST

Job Title: Occupational Therapist Service/Unit: WMH
 Department: Transitional Aged Care Manager / Supervisor: TAC Manager
 Assessor: Helen Tassell Date of Assessment: June 2026
 Date of Assessment review: June 2027

Definitions:

★ Denotes a critical requirement of the job

Frequency

I	Infrequent – intermittent activity exists for a short time on a very infrequent basis	C	Constant – activity exists for more than 2/3 of the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive – activity involves repetitive movements
F	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	N/A	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sitting Remaining in a seated position to perform tasks			X			
	Standing Remaining standing without moving about to perform tasks		X				
	Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes			x			
	Running Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks		X				
	Trunk Twisting Turning from the waist while sitting or standing to perform tasks		X				
	Kneeling Remaining in a kneeling posture to perform tasks	X					
	Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks	X					
	Crawling Moving by crawling on knees & hands to perform tasks						x
	Leg/ Foot Movement Use of leg and or foot to operate machinery		X				
	Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding		X				
	Lifting/ Carrying	Light lifting & carrying – 0 – 9kg					
		Moderate lifting & carrying – 10 – 15kg					
		Heavy lifting & carrying – 16kg and above					
	Reaching Arms fully extended forward or raised above shoulder	X					
	Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body	X					
	Head/ Neck Postures Holding head in a position other than neutral (facing forward)	X					
	Hand & Arm Movements Repetitive movements of hands & arms	X					
	Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands	x					
	Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work						x
	Driving Operating any motor powered vehicle		X				
CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
	Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries				X		
	Smell Use of smell is an integral part of work performance e.g. working with chemicals						X
	Taste Use of taste is an integral part of work performance e.g. food preparation						X
	Touch Use of touch is an integral part of work performance		X				

CRITICAL *	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment) Assisting ↓	FREQUENCY					
		I	O	F	C	R	N/A
	Distressed people e.g. emergency or grief situations	X					
	Aggressive & uncooperative people e.g. drug/alcohol, dementia, mental illness	X					
	Unpredictable people e.g. dementia, mental illness and head injuries		X				
	Restraining Involvement in physical containment of patients/clients						X
	Exposure to distressing situations e.g. child abuse, viewing dead/mutilated bodies	X					

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	Dust Exposure to atmospheric dust	X					
	Gases Working with explosive or flammable gases requiring precautionary measures						X
	Fumes Exposure to noxious or toxic fumes						X
	Liquids Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						x
	Hazardous substances e.g. dry chemicals, glues	x					
	Noise Environmental/background noise necessitates people to raise their voice to be heard	x					
	Inadequate lighting Risk of trips, falls or eyestrain	x					
	Sunlight Risk of sunburn exists from spending more than 10 minutes per work day in sunlight		x				
	Extreme temperatures Environmental temperatures are < 15°C or > 35°C	X					
	Confined spaces Areas where only one egress (escape route) exists	X					
	Slippery or uneven surfaces Greasy or wet floor surfaces, ramps, uneven ground	X					
	Inadequate housekeeping Obstructions to walkways and work areas cause trips & falls	X					
	Working at heights Ladders/stepladders/ scaffolding are required to perform tasks						X
	Biological hazards e.g. exposure to body fluids, bacteria, infectious diseases	X					

Additional Position Requirements/Demands Summary: From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

.....

Signature of Manager: **Date:**/...../20.....

I am able to fulfil the above requirements without modification.

I am unable to fulfil the above job requirements and need the following modifications:

.....

Signature of Employee: **Date:**/...../20....