

Job Description and Selection Criteria

Therapy Coordinator

VISION

To enrich the lives of everyone
in our community.

PURPOSE

To provide a caring community where every person
feels safe and has the freedom and choice to live
the life they desire.

R**RESILIENT**

We have the strength to overcome challenges, learn from failures, and persist with hope and determination

E**ETHICAL**

We act with fairness, integrity, and honesty, by acknowledging mistakes, respecting boundaries, and treating others with empathy.

S**SAFE**

We uphold a SwanSafe way of working to ensure we provide an environment free of harm for everyone.

P**PROFESSIONAL**

We interact with respect, dependability, and punctuality, ensuring clear communication, fairness and trust.

E**EMPOWERED**

With ongoing support, training, and education, we grow into the best versions of ourselves.

C**COMPASSIONATE**

We demonstrate courtesy, kindness, and understanding to everyone, consistently applying a person-centered approach in all that we do.

T**TRANSPARENT**

Our collaborative approach fosters a workplace committed to being open, honest and approachable.

Location

Bentley Park

Reporting To

Clinical Operations Manager

Direct Reports

Nil

Award / Agreement

HSU Award or
Individual Contract

Normal Hours

As rostered

Position Objective

The Therapy Coordinator is primarily responsible for:

- The coordination of Therapy Services to residents in accordance with the Corporate Strategic Outcomes of SwanCare, and to provide these services within the framework of the Aged Care Outcomes Standards and the Aged Care Act 1997.
- Developing, planning, supervising, assessing, and reviewing Therapy Programs for residents.
- Assessment, treatment planning/review and implementation of programs to provide the best possible therapy service to clients within a holistic team structure.
- Continuous Improvement.

Responsibilities

Assessment, treatment planning/review and implementation

- Plan all activities in accordance with Commonwealth Department standards and guidelines and accreditation goals, relevant legislation, policies, and professional Code of Ethics.
- Liaise with care staff and other health professionals regarding new resident assessment and resident change of health status.
- Collate information from resident progress notes, resident, and relatives/friends to formulate appropriate therapy activities.
- Assess (and document) residents in areas of motor, sensory, cognitive, perceptual, communication and behavioural abilities, along with information relating to interests and social history.
- Liaise with other care team members to develop appropriate remedial/ restorative maintenance or recreational/ social interventions.
- Formulate and document therapy goals and recommendations within resident's medical files.
- Implement ongoing resident evaluations and continually review treatment programs.
- Provide one to one and/or group remedial or maintenance treatment as determined by resident care objectives.
- Organise and implement general activity programs for the provision of purposeful activity, socialisation, community contact and recreation in collaboration with the Social Engagement Team.
- Select and design equipment/aids for specific resident needs and liaise with resident care team about proper ongoing use.
- Assesses residents' physical, emotional and social needs in relation to leisure interests and activities and other functional needs as indicated by the resident's health state.
- Collaborates with Registered Nurses in relation to residents' assessments.

Administration

- Effectively communicate (oral and written) with resident care team.
- Order equipment and supplies and maintain an up-to-date inventory.
- Provide regular reports with regard to administrative, clinical and professional matters.

Continuous Improvement

- Identify and suggest ways to improve services.
- Follow documented policies, procedures, and work instructions.
- Participate in, contribute to, and implement quality improvement ideas and principles.

Clinical Assessment

- Assess resident's physical, psychosocial and behavioural function.
- Respond to referrals for specific Therapy.
- Ensure that documentation relating to Therapy Assessments and recommendations are in accordance with the organisational Policy and Procedure guidelines.

Treatment Planning & Implementation

- Liaise with team members regarding treatment program.
- Analyse and interpret assessment information.
- Formulate treatment objectives for the purpose of restoration or maintenance of function.
- Regularly review treatment objectives to ensure their continual application.
- Implement treatment programmes through the application of selected, adapted and graded therapeutic activities on an individual or group basis.
- Select and design equipment for specific resident needs.
- Develop and use appropriate therapeutic relationships and environments in treatment.

Documentation

- Documentation to support the resident classification scale and Accreditation requirements.
- Review, maintain and update Therapy Care Plans quarterly.
- To ensure that the resident's progress notes are maintained and updated as required.
- To keep relevant statistical data to support RCS claims, research and evaluation methods.

Maintenance of Activity programmes

- Liaises with the Social Engagement Coordinator in the implementation of general activities programs for the provision of therapeutic activity, purposeful activity, recreational programmes socialisation and community contact.

Aids and Equipment

- Consult on the selection of aids and equipment for specific and general use.
- Consult on the selection of aids and equipment for individual resident use.

Evaluation

- Evaluate the effectiveness of the Therapy Program.
- Develop and implement appropriate evaluation tools.
- Regularly evaluate and record residents' responses to planned care.
- Revise therapy plans in collaboration with residents /representatives, nursing and other health staff as required.
- Coordinate quality improvement activities for the Therapy service, in collaboration with Care Services Managers.

Other Duties

- Contributes to the team development, implementation, review, and evaluation of care plans.
- Supports the maintenance or restoration of the resident's independence.

- Responds to the requests and concerns of families and other carers.
- To be professionally and legally accountable for all aspects of own work, including clinical practice, and for the work and clinical practice of line- managed staff.

Personal Development

- Maintains and develops professional knowledge and skills related to position.
- Actively participates in professional associations and SwanCare Group committees as requested.
- Sets goals for personal and professional growth and revises them annually.

Corporate Values

- Actively promotes & develops the corporate values of the organisation.
- Acts in accordance with all relevant legislation, policies, principles, and procedures
- Participates in processes to monitor customer satisfaction throughout services delivered by the role

Work Health and Safety

- Accepts responsibility for own occupational health and safety requirements.
- Attends all mandatory education
- Utilises Universal Precautions at all times.
- Reports all hazards, accidents and incidents and completes the appropriate forms.
- Identifies and reports any practice / equipment which may reduce safety for staff or residents.
- Works in a safe manner, considering own safety and that of other staff members, residents, and visitors to SwanCare Group.
- Ensures equipment that is broken and may present an injury risk to staff and residents is removed from the work area and a request is submitted to the appropriate Manager.
- Conducts safety audits when requested to do so.

Other

Other tasks may be assigned from time to time to meet the needs of the organisation and/or to assist with the employee's development.

Performance of all tasks to the required standard is essential to maintain the contribution of this position to SwanCare Group standards and the effectiveness of operations.

Selection Criteria – Therapy Coordinator

Essential

Able to demonstrate:

- Ability to develop therapy programs that are based on individual goals, cultural needs and preference and encourage movement, mobility, creativity and increased engagement with others.
- The assessment, planning, implementation and evaluation of therapy Programs.
- Ability to self-direct in area of responsibility.
- Knowledge of effective therapy treatment skills.
- Effective communication techniques.
- Effective time management skills and the ability to prioritise.
- Adequate record keeping procedures.
- Computer literacy in Windows applications.
- Ability to remain within budget.

Desirable

- Bachelor Degree in Occupational Therapy
- Current AHPRA Registration
- Post Graduate Qualification
- Dementia understanding
- Funding instrument in aged care
- Aged Care Standards

SIGNED as an agreement.

Employee

Date: _____

Manager

Date: _____

People & Culture

Date: _____