

## Position Description – Field Education Coordinator (OT)

Updated 17 September 2024

POSITION DETAILS	
College/Portfolio	College of Education, Psychology and Social Work
Organisational Unit	Education, Psychology and Social Work
Supervisor (Title)	Director of College Services (or delegate)
Classification	Higher Education Officer level 7
Employment Type	Fixed-term, part-time

POSITION SUMMARY
<p>Under broad direction, the Field Education Coordinator (OT) will support the National Mental Health Pathways to Practice Pilot. The purpose of this project is to attract and retain allied health professionals to the mental health sector by providing supervised placement opportunities across a range of locations, including non-metropolitan regions.</p> <p>The incumbent will focus on engagement with Occupational Therapists in the health industry to develop capacity and support positive mental health and wellbeing in a group of agencies or services.</p> <p>The project aims to improve the placement experience for students and graduates in mental health by exposing them to less intensive service settings, with the aim to build capacity and retention the mental health sector.</p> <p>The incumbent will work collaboratively with agencies and services to shape mental health and wellbeing placement opportunities, coordinate student placements, provide professional supervision to Occupational Therapy students on placement, and provide upskilling and capacity building for agency-based supervision into the future.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>• demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>• contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>• promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>• perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> </ul>

- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

*In addition, it is a requirement of this position that the incumbent maintain a current Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).*

*A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.*

#### **KEY POSITION RESPONSIBILITIES**

The Field Education Coordinator (OT) is accountable for:

- Providing University Field Supervision in line with the University's Field Education Model to students on placements in a range of agencies and services.
- Working collaboratively with agencies and services to support placement opportunities on behalf of the University and coordinate placement activities.
- Building capacity in agencies and services to support future workforce needs via agency-based placement supervision, including upskilling of Occupational Therapy staff for supervision.
- Actively participating in high performing multi-disciplinary teams and contribute to the development of a respectful, trusting, and collaborative working environment.
- Actively contribute to the National Mental Health Pathways to Practice Pilot objectives, reporting and timelines.
- Developing and maintaining strategic relationships and networks with a range of stakeholders including industry and professional associations and organisations.
- Some out of hours work (including weekends) as well as rural SA/NT, interstate travel, may be required.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

#### **KEY POSITION CAPABILITIES**

- Tertiary qualification in Occupational Therapy with current registration with The Australian Health Practitioner Regulation Agency (AHPRA), and eligibility for membership with OT Australia.
- Relevant experience working in mental health.
- High-level interpersonal skills, including the demonstrated ability to establish and maintain effective relationships with staff, students and industry.
- Demonstrated experience of contemporary Occupational Therapy supervision and ability to work with stakeholders to shape a future sustainable model of supervision.
- Demonstrated excellent oral and written communication skills.
- Demonstrated understanding of the mental health sector and the role of Occupational therapy within this setting.
- Demonstrated ability to work autonomously and as part of a team.
- Accredited Mental Health Practitioner (desirable)