

JOB DESCRIPTION

Job Title	Senior Occupational Therapist
Responsible to	Team Manager
Responsible for (if applicable)	NA

Overall Purpose

To provide high level occupational therapy services to children, and young people with a disability with minimal supervision. Take a leadership role in maintaining high quality occupational therapy services within the NDIS context and multidisciplinary team approach. To provide clinical supervision and on the job experiential training to new and recent graduate therapists within their area of speciality and within the Clinical Governance Framework.

Core Tasks

- To take a lead role in delivering occupational therapy services to participants of the NDIS who are clients of Allied Outcomes based on their extensive experience as a disability practitioner.
- Work in conjunction with families, professional colleagues, supports coordinators and other key stakeholders to provide high quality specialist disability services that meet the goals of the participants within agreed objectives and time frames.
- Provide formal and informal consultation and professional advice to colleagues within their sphere of specialist expertise.
- Assess, recommend and implement therapy plans with participants and their families and/or carers that address their assessed needs and goals.
- Participate in operational team meetings and contribute to multi-disciplinary case discussion and reflection.
- Provide advice to the Team Leader regarding suitable occupational therapy professional development activities and assist with the organisation of these activities that meet AHPRA Guidelines.
- Facilitate other therapeutic supports including providing delegation of services and supervision to work provided by Allied Outcomes Therapy Assistants Level 2.
- Maintain their own professional development to a high standard and assist with the organisation of training and professional development activities and events that meet the need of the profession.
- Contribute to the training of families, carers and staff as required.
- Maintain comprehensive records using the organisations data recording systems.
- Maintain a clinical caseload as per the established KPI's for Allied Outcomes and support other clinicians to reach their KPI's in a collaborative manner.
- To lead and model the values contained within the Clinical Governance Framework of person centred practice, innovation and honesty in all aspects of their role, including ensuring compliance with the NDIS Quality & Safeguarding Commission Services Standards.

Additional Duties

- To sit on recruitment panels as required.
- To undertake training and development deemed necessary for the pursuance of the position.
- To ensure Health and Safety is observed in the course of all activities.
- To comply with equal opportunities policy and procedure in all practices.
- Staff are expected to not smoke in the vicinity of or in sight of children/young people receiving Key Assets services.

It is the nature of work of Key Assets that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.

PERSON SPECIFICATION
Senior Occupational Therapist

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

Key: Assessed by Application Form: **A**
 Assessed at Interview: **I**
 Assessed by Test/ Exercise (if applicable) **T**
 Assessed by Documentary Evidence **D**

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Education/ Qualifications						
<ul style="list-style-type: none"> A recognised relevant qualification in Occupational Therapy. 	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> Be registered or eligible for registration with AHPRA. 	Essential		✓	✓		✓
Experience/ Training						
<ul style="list-style-type: none"> Extensive demonstrated experience working within the disability sector or similar field with a range of age groups and disabilities/disorders. 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Demonstrated experience in working in a person centered or family centered approach 	Essential		✓			
<ul style="list-style-type: none"> Experience working without supervision 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Demonstration of effective collaboration with professionals in health, disability, education and children and families services 	Essential		✓	✓		
<ul style="list-style-type: none"> Experience of completing specialist assessments, using NDIS required language and concepts to produce appropriate written reports supported with evidence that meets the needs of the participant and the NDIS. 	Essential		✓	✓		
<ul style="list-style-type: none"> A proven ability to produce a very high standard of report writing 	Essential			✓		
<ul style="list-style-type: none"> Experience working in a multi-disciplinary setting 	Essential		✓	✓		
<ul style="list-style-type: none"> An understanding of IT and the ability to learn and adapt to new technology. 	Essential	✓	✓			
Knowledge						
<ul style="list-style-type: none"> A sound knowledge of the impact of disability on the development of a child or person with an acquired disability and their support networks. 	Essential		✓	✓		
<ul style="list-style-type: none"> A sound knowledge of Occupational Therapist Practice 	Essential		✓	✓		
<ul style="list-style-type: none"> A sound knowledge of contemporary practice in the provision of disability services and the ability to share that knowledge to the benefit of others. 	Essential					

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
<ul style="list-style-type: none"> • Good verbal and written communication skills 	Essential		✓	✓		
<ul style="list-style-type: none"> • Full driving licence and willingness to travel. 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> • A good working knowledge of relevant legislation • Evidence of taking responsibility for continuing professional development. 	Desirable		✓	✓		
Personal Qualities						
<ul style="list-style-type: none"> • Able to be confident in exercising initiative and acting independently while seeking guidance when required. Self-starter with the ability to work with a degree of autonomy. 	Essential		✓			
<ul style="list-style-type: none"> • Ability to communicate simply and effectively, both verbal and written, with a diverse client group, and with staff at all levels, recognising potential language barriers and cultural differences 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> • Tenacious, diligent and resilient with the ability to adopt a creative approach to problem solving in a complex, culturally sensitive environment 	Essential		✓	✓		
<ul style="list-style-type: none"> • Ability to work across a number of different services, terms, conditions and processes simultaneously 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> • Ability to think quickly and act appropriately to business need 	Essential		✓	✓		
<ul style="list-style-type: none"> • Ability to work respectfully in partnership with other agencies, internal and external departments, and training providers 	Essential			✓		
<ul style="list-style-type: none"> • Ability to work with cultural advisors to ensure that training material and delivery methods are culturally relevant 	Essential			✓		
<ul style="list-style-type: none"> • Demonstrated reliability, flexibility and dependability 	Essential			✓		
<ul style="list-style-type: none"> • Ability to create a positive working environment where people have the opportunity to reach their potential 	Essential			✓		
<ul style="list-style-type: none"> • Ability to maintain confidentiality 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> • Ability to work under pressure and handle changing priorities 	Essential		✓	✓		
Miscellaneous						
<ul style="list-style-type: none"> • A commitment to Equal Opportunities and OH&S in all work practices 	Essential		✓	✓		
<ul style="list-style-type: none"> • A comprehensive working knowledge of all relevant legislation pertaining to disability services as well as publications which inform current thinking regarding best practice within specialist disability allied health services 	Essential		✓	✓		
<ul style="list-style-type: none"> • A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander people, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds 	Essential		✓	✓		
<ul style="list-style-type: none"> • A commitment to providing a professional and quality service 	Essential			✓		
<ul style="list-style-type: none"> • Ability and willingness to travel, including occasional nights away may be required within the state and possibly Interstate. 	Essential			✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<ul style="list-style-type: none"> Must possess a full current driving license relevant to the state this role is based. 	Essential	✓	✓			✓
<ul style="list-style-type: none"> To be confident dealing with people in sometimes stressful/ difficult situations or remotely 	Essential			✓		
<ul style="list-style-type: none"> Be prepared to seek advice where necessary 	Essential			✓		

Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	