

## JOB DESCRIPTION

<b>Job Title</b>	Occupational Therapist
<b>Department</b>	Therapy
<b>Responsible to</b>	Team Leader
<b>Responsible for (if applicable)</b>	NA

### Overall Purpose and Aim of Role:

To provide client focused, evidence based, timely clinical services to support the inclusion and participation of children, young people and adults and through the provision of psychology services. To support the achievement of each individual's goals and contribute to the high functioning Allied Outcomes team.

### CORE RESPONSIBILITIES

- The occupational therapist will be required to work within the Allied Outcomes team to provide clinical advice and support the team leader, operation manager and other Allied Outcomes staff; and work on an individual basis to provide high level clinical consultations and therapeutic support individuals and families to address mental health and wellbeing needs.
- Working in collaboration with the Allied Outcomes team, the *occupational therapist* will require to;
  - Provide occupational therapist services and therapeutic support to individuals and groups, including to children, young people, adults and families;
  - Conduct occupational therapist for participants of Allied Outcomes
  - Provide clinical advice to Allied Outcomes staff and managers about ethical and effective ways to address the mental health and wellbeing needs of clients;
- Provide occupational therapist services to clients
- Conduct assessments and implement appropriate interventions and provide support to people with a disability, particularly with regard to behavioural interventions and skill development needs based on their goals.
- To design, evaluate and assist in the implementation of evidence based occupation therapy interventions.
- Using collaborative practice and a person-centred approach, work with people with a disability, their families, carers and other agencies to implement intervention plans within agreed timeframes.
- Monitor, evaluate and review the intervention strategies against the person's needs and goals according to current NDIS legislation and service standards.
- Participate in the development, implementation and review of training programs for staff, families and carers.
- Working within an appropriate practice framework you are aware of the impact of disability upon individuals, families and the community and understand the historical and contemporary impacts of policies and practices.

- Ability to meet reasonable industry Key Performance Indicators (KPIs)

#### **ADMINISTRATIVE**

- Maintain client records consistent with Allied Outcomes and Key Assets and legislative requirements.
- To attend team meetings and professional development training
- Prepare high quality reports and undertake assessments within specified time frames and in line with relevant practice and procedures.
- As part of your occupational therapy service you will provide relevant consultative services, which may include carer or family support and training in your area of expertise.
- Reporting, including formal reports, data information and other required information under NDIS, and Child Safety frameworks

#### **CHILD PROTECTION**

- Report to Child Protection all cases of suspected risk of harm to children and/or young people as per the Policies and Procedures;
- Assist in reporting and investigating of all relevant issues as prescribed by the QLD Ombudsman.

#### **WORKING RELATIONSHIPS**

- Relate to other work peers within Allied Outcomes and other Government and Non-Government organisations/services doing similar work;
- Ensure the developments of therapeutic relationships with clients of the services are maintained professionally; and
- To communicate with referring agents and clinicians in the community involved in the ongoing management of individual consumers and their carers.

#### **GENERAL RESPONSIBILITIES**

- To maintain strict confidentiality in relation to the work undertaken and ensure that all confidential material is stored in safely.
- Respond sensitively and professionally to the participants and their families and carers who are clients of Allied Outcomes.
- Be culturally aware and competent and respond accordingly when dealing with staff, participants and families and carers with different cultural backgrounds.
- Keep the Operations Manager and State Director informed of work in progress and inform them immediately of any serious complaint.
- To work to deadlines and respond in a flexible way to the changing demands of Allied Outcomes work, including ensuring that Allied Outcomes clients are responded to promptly and professionally.
- To ensure strict compliance with Key Assets procedures and standards.
- To be aware of and adhere to policies and procedures set down by Allied Outcomes and Key Assets, which are appropriate to the position.

### **Additional Duties**

- The post holder will be expected to demonstrate the Key Assets' Purpose and Pledges
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

**It is the nature of work of the post 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 and have to be undertaken.**

## PERSON SPECIFICATION

### 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**

	<b>Essential/ Desirable</b>	<b>Shortlisted Criteria</b>	<b>A</b>	<b>I</b>	<b>T</b>	<b>D</b>
<b>Education/ Qualifications/ Registrations</b>						
<ul style="list-style-type: none"> <li>Must hold recognised formal qualification in your area of practice, if obtained overseas must be able to show Australian recognition</li> </ul>	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>Current registration, or be eligible for registration, as a member of Allied Health Practitioner Regulation Agency (AHPRA)</li> </ul>	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>Be a member of, or eligible for membership of, OT Australia</li> </ul>	Desirable		✓	✓		✓
<ul style="list-style-type: none"> <li>Must hold current professional indemnity insurance</li> </ul>	Essential	✓	✓	✓		✓
<b>Experience/Training/ Knowledge</b>						
<ul style="list-style-type: none"> <li>Minimum 3 years' experience working in healthcare or rehabilitation setting</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience or developing skills in providing specialist disability supports in areas including functional assessment, assistive technology assessment, minor home modifications, skill development, sensory assessment, school readiness skills and appropriate therapeutic interventions</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to demonstrate contemporary knowledge of frameworks in working with people living with a disability</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Hold current First Aid and CPR certificates</li> </ul>	Desirable		✓	✓		✓
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>Ability to work in a flexible, self-driven environment as a member of a multidisciplinary team, or ability to rapidly develop these skills</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, with a diverse staff group at all levels, recognising potential language barriers and cultural differences</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>To be able to evidence an understanding of and the application of various Information Technology and electronic communication systems/devices, including email; data management systems and mobile technology</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Demonstrate initiative and work to professional and NDIS Service Standards</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to demonstrate outcomes for participant clients</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Reliability, flexibility and dependability</li> </ul>	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"> <li>Ability to create a positive working environment where people have the opportunity to reach their potential</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to meet reasonable KPI's to account for your time</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> </ul>	Essential		✓	✓		
<b>Miscellaneous</b>						
<ul style="list-style-type: none"> <li>A commitment to Equal Opportunities and OH&amp;S in all work practices</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability and willingness to work flexibly including, occasional out of hours work</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Must possess a full current driving license relevant to the state this role is based</li> </ul>	Essential	✓	✓			✓
<ul style="list-style-type: none"> <li>Ability and willingness to travel for work, using personal vehicle</li> </ul>						
<ul style="list-style-type: none"> <li>To be confident dealing with people in sometimes stressful/difficult circumstances</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Willingness to undertake relevant statutory and personal reference checks</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Be prepared to seek advice where necessary</li> </ul>	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.**

### **Candidate Verification/Acceptance of Position Description**

***I, have read, understood and accept all terms of my employment with Key Assets as set out in the above Position Description.***

***I also understand that by accepting this offer via text verification constitutes as a legal signature confirming that I acknowledge and accept all terms and conditions provided in this document and all other documents attached.***

*[#if [acceptance\_calc] != "--"]*

**ACCEPTED for and on behalf of the EMPLOYEE:**

*Acceptance of Employee*  
**[acceptance\_status]**

Name of Employee  
**[candidate\_name]**

Date  
**[acceptance\_calc]**

**[#else]**

**CONTRACT NOT ACCEPTED AS YET**

**[#if]**