

THE ORGANISATION

ROLE:	Occupational Therapist	TEAM:	Allied Health Department
SUPERVISOR:	Team Leader	DATE REVIEWED:	February 2023
ABOUT INTERCHANGE OUTER EAST: We support families. Family wellbeing has always been and will always be at the core of everything we do. This means building strong relationships between families and our team, underpinned by listening and trust. We engage and empower children and young people with disabilities. We operate within a human rights framework that respects the dignity of all individuals. For us and our community, this is about children and young people having opportunities to deepen relationships, have fun, develop skills, enhance health and wellbeing, and build independence. We build inclusive communities. We value our Interchange Outer East community and encourage everyone to make a contribution. This builds inclusive, cohesive and equitable communities. Our community includes a range of people, such as families, children and young people, our team of staff and volunteer, partners and other community members.			
EMPLOYEE PURPOSE	Be family focussed Uphold human rights Participate and encourage an inclusive community Develop trust with all in the IOE community Contribute to a safe and fun environment	AIM OF ROLE	To provide occupational therapy services to NDIS participants. To actively support the clinical and professional development of peers.
JOB SUMMARY and KEY OUTCOMES	The occupational therapist will be a part of the Allied Health Department who provides support to participants of all ages. The role of the occupational therapist will be to provide evidence-based and person-centred allied health support to participants who are funded under the NDIS. Services will be provided that: <ul style="list-style-type: none"> are individualised and responsive to the needs of participants and their caregivers; facilitate the development and achievement of goals and enhances quality of life; promotes capacity building, choice and control and community inclusion of people with disabilities and their caregivers; and are consistent with relevant legislation, individuals NDIS plans and NDIS guidelines. This could include 1:1 therapy sessions, group therapy sessions, therapeutic day programs and therapeutic camps.		

TERMS AND CONDITIONS OF EMPLOYMENT

- Full time
- Working hours are flexible and will occur between Monday-Friday or as programs require.
- The position will be based from Ferntree Gully however it is the expectation that the position can work from any IOE site as requested by team leader.
- Conditions of employment: Health Professional and Support Services.
- Salary packaging is offered in accordance with the organisation's salary packaging policy.
- Ongoing requirements must also be met by the employee by designated dates.

RESPONSIBILITIES

CORE CAPABILITIES & EXPECTED BEHAVIOURS

Key Functions

- Provide quality support to participants in collaboration with and under the direction and supervision of the team leader.
- Provide direction to allied health assistants (AHA) to support participants and provide feedback on progress in therapeutic activities to enable appropriate goal setting and program review.
- Provide evidence based, person-centred assessment, clinical management and intervention to people with a cognitive, physical or psycho-social disability in line with NDIS goals.
- Develop training and deliver to participants, caregivers, support workers and other supports on individuals occupational therapy needs as required.
- Understand how occupational performance relates to developmental stages and how it is impacted by developmental, neurological, intellectual and physical disability.
- Demonstrate knowledge of occupational therapy assessment tools relevant to role/sector(s).
- Demonstrate an ability to assess the equipment needs of participants in relation to daily activities including, sleeping, sitting, safe transport and personal care.
- Assesses need for modifications to home and other environments accessed by people with a developmental, intellectual or physical disability.
- Use appropriate assessment checklist(s) and follow prescription requirements and processes when prescribing or recommending equipment.

General and other duties

- Develop and maintain an up to date and in depth understanding of NDIS legislation, rules and regulations and how this applies to the delivery of community based allied health services and other capacity building supports under the NDIS.
- Participate in health education and health promotion relevant to the service.
- Participate in relevant networks and forums and establishment/maintenance of links with key external agencies.
- Ensure that program development and service delivery reflect the cultural and social diversity of the local community and IOE values.
- Participate in relevant training, team meetings, team planning meetings, committees, reference groups etc. as required.
- Work within position description and practices within relevant professional and ethical standards.
- Respond appropriately and within required timeframes to referrals.
- Follow through with other duties as directed by or negotiated with the team leader.

KEY SELECTION CRITERIA

- Ability to work without direct supervision, organise and prioritise tasks, work effectively under pressure, problem solve and meet deadlines.
- Demonstrated commitment to implementing organisational policies and programs with a high level of accountability.
- Have an understanding of the *Supervision and delegation framework for allied health assistants and the support workforce in disability* document.
- Demonstrated commitment to promoting a cooperative and cohesive team.
- Demonstrated skill in researching diagnoses, information and developing effective and innovative support options.
- Demonstrated capacity to work efficiently and to prioritise and complete administrative tasks.
- Being able to effectively handle interpersonal and work management pressures in a professional and positive manner.
- Ability to work with people in difficult situations and under stress and to manage and address conflict
- Able to effectively communicate (both written and verbal) in various environments with a wide range of people and various skill levels.
- High standards of ethical and professional behaviour and awareness of the importance of maintaining confidentiality.
- Knowledge or experience and a passion for working with people with disabilities and caregivers.
- Ability to work autonomously once instructed and operate within set standards and protocols.
- Demonstrated commitment to professional development.

<ul style="list-style-type: none"> ▪ Demonstrate ability to prescribe adaptive equipment and assistive devices to facilitate and enhance occupational performance. ▪ Demonstrate a range of intervention strategies to address needs that relate to, activities of daily living, functional performance, fine motor skills, motor planning, sensory processing, perceptual motor, handling and sensory integration. ▪ Manage a caseload of participants who may present with increasing complexity, multiple co-morbidities and functional limitations across multiple areas of their life. ▪ Utilise a strengths-based, person-centred approach to support a participant to identify their goals and utilise a capacity building approach towards achievement and long term sustainability of these goals. ▪ Ability to work in a dynamic and evolving team focused on achieving optimal participant outcomes while meeting key performance indicators. ▪ Liaise with and provide therapy and progress reports to the NDIS, support coordination, behaviour support practitioners, external organisations and other referrers/funding bodies etc. as required, ▪ Participate in quality improvement and allied health service and specialist services delivery projects and meetings as directed by the team leader. ▪ Supervise graduate occupational therapists and students under the guidance of the team leader. ▪ Supervise AHAs under the guidance of the team leader. ▪ Write reports to a high standard that meet both the needs of the participant and NDIS. ▪ Plan, deliver and evaluate occupational therapy services that build on participant and caregiver strengths, needs and priorities. ▪ Support the inclusion and participation of participants in their communities. ▪ Provide services and supports in collaboration with others. ▪ Facilitate positive and productive relationships between IOE, the community, and families. ▪ Demonstrate an understanding and ability to provide services and supports within the parameters of the individual's funding. ▪ Ensure services meet quality service standards and service agreements. 	<ul style="list-style-type: none"> ▪ Report to the team leader on any risks that may arise in program provision that may potentially impact on the organisation. ▪ Ensure confidentiality of participant records and information is maintained at all times. ▪ Ensure adherence to the health and safety policies and report any concerns to the team leader. ▪ Actively participate in supervision, appraisals and required training. ▪ To develop and maintain good recording practices including, but not limited to, individual goal plans and updates, case notes, meeting notes. ▪ Enter appropriate information as required on both external and internal databases as required. ▪ Complete invoicing for services in a timely manner. ▪ Complete a timesheet fortnightly. ▪ Consult with the team leader regarding any changes to your working hours and leave. ▪ Complete a leave application when required. ▪ Provide accurate acquittal of IOE funds. ▪ Working knowledge of Microsoft Office programs. <p>IOE Responsibilities</p> <ul style="list-style-type: none"> ▪ Abide by the policy and procedures of Interchange Outer East. ▪ Attend and contribute to organisational wide meetings. ▪ Attend and/or present at staff development days and IOE conferences. ▪ Communicate with staff from other departments and program areas within Interchange Outer East in a professional manner that shows respect for individuals. 	<p>KEY RELATIONSHIPS AND INTERACTIONS</p> <ul style="list-style-type: none"> ▪ IOE management team - team leaders, managers, CEO. ▪ Allied health team – team leader, coordinator, speech therapist, AHAs ▪ As directed by the general manager or team leader, investigate, develop and/or implement changes required within IOE. ▪ Attend and contribute to network meetings and working groups that will contribute to the development of IOE as a whole. <p>QUALIFICATIONS AND REQUIREMENTS</p> <ul style="list-style-type: none"> ▪ Must have completed a relevant undergraduate degree in occupational therapy. ▪ Membership with Occupational Therapy Australia <p>PROFESSIONAL DEVELOPMENT AND QUALITY IMPROVEMENT</p> <ul style="list-style-type: none"> ▪ Participation in professional development opportunities to support continuous learning relevant to position. ▪ Participation in peer supervision to ensure services respond to family need and best practice principles. ▪ Participate in supervision with team leader. ▪ Participate in relevant networks and forums and maintenance of links with key external agencies. ▪ Participate in strategic planning process. ▪ Participate in performance appraisals. <p>ADDITIONAL REQUIREMENTS</p> <ul style="list-style-type: none"> ▪ Current driver's license - essential.
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