

Position Title: Occupational Therapist	Entity: Indigo
Reports to: Allied Health Manager/ Team Leader	No of Direct Reports: 0
Job Level: Level 5-7	Location: Nedlands (or other approved site)
Position Requirements	
<p>Primary Purpose</p> <p>The occupational therapist works with individuals, carers, organisations, and key partners to ensure optimal outcomes for people accessing Indigo services.</p> <p>The occupational therapist achieves this through providing expert advice, training, assessment and prescription of assistive technology, home modifications, wellness and reablement in a range of settings, to customers in both the aged care and disability sectors.</p> <p>This position may also provide clinical supervision and support to colleagues and students as required.</p>	
<p>Key Accountabilities/Responsibilities</p> <p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • Role model and comply with all health, safety and hygiene procedures, systems, and OH&S legislation to maintain an appropriate working environment • Ensure all incidents, accidents, injuries, hazards or property damage are reported and managed. Identify and implement safety improvements working collaboratively with the Work Health and Safety program. • Contribute to developing and nurturing a culture that supports wellbeing. <p><u>Operational and Technical</u></p> <ul style="list-style-type: none"> • Undertake collaborative, person-centred assessments that identify the individual’s functional capacity, strengths and lifestyle goals and develop a holistic, person-centred plan in partnership with the customer and their carer, as applicable. • Delivery of specialised clinical assessment and prescription of assistive technology, home or/and vehicle modifications that support individuals and their families/carers to retain/optimize functional capacity, maximise quality of life and engage with community and social activities. <p>Position Specific (ie: responsibilities dependent on position held)</p> <ul style="list-style-type: none"> • Consult with and advise customers, carers, health professionals and service providers on assistive technology, equipment, home modifications (including CHSP eligible clients), resources and funding grant options available • Review and assess home modification and equipment funding applications • Prepare professional reports and equipment funding applications with consideration to relevant standards and providing clinical reasoning and recommendations on assistive technology, home modifications and related therapy services • Assist with coordination of referrals, planning, delivery and evaluation, including scheduling and prioritising assessments, grants and applications • OTDA specific role only: Consult with and advise customers on driving, driving assessment and vehicle modifications and prepare reports on driver assessment outcomes. 	

General

- Participate in service development, which may include undertaking research and projects.
- Accept responsibility in maintaining and expanding skills and knowledge related to the area of practice.
- Coach, educate, inspire and provide clinical supervision to students as required (level 6 & 7).
- Coach, educate, inspire and provide clinical supervision and support to colleagues (level 7)
- Develop educational materials and resources including training, workshop and publications.
- Deliver presentations to various audiences, including at conferences, internal training, educational institutions and to community/professional groups.
- Undertake other duties as assigned.

Occupational Therapist responsibilities will be commensurate with paypoint level – Level 6 & 7 involves more complex workload, caseload, stake holder engagement, KPIs, supervision and project work than entry level 5

Strategic

- Establish and maintain professional networks with service providers, health professionals, referral sources, suppliers and other stakeholders and promote Indigo services via sector, stakeholder and supplier networks.
- Contribute to, and demonstrate by example, the vision, mission and values
- Identify and implement improvement opportunities within the Group and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation
- Implement and adhere to all policy and procedural requirements of the organisation
- Collect, evaluate and report on outcome measures to ensure reporting standards are met.

People & Culture

- Participate actively, and work constructively, with colleagues in the leadership team and your Group to deliver integrated business outcomes
- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace

Administration

- Develop, document and maintain accurate and timely statistical and administrative records on relevant database and operational systems.
- Manage or/and report on performance, outcomes and functions of responsibility
- Manage resource requirements to ensure appropriate coverage within approved budget (as required)
- Participate in annual business planning and Group planning
- Manage workload and ensure delivery of services and support within timelines, agreed budgets and activity KPIs
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and ensure documentation and associated processes are maintained and accessible in appropriate formats and designated locations

Key Performance Indicators & Measures

Indicators of effective performance in the position – i.e. Factors relating to output, quality, efficiency, safety. KPI's are to be SMART and specifically measurable. They are identified in the Performance & Development Review (P&DR) to be specific to the individual teams and the position in a specified point in time. Refer to the Performance & Development Review Form.

Key Relationships

Key positions or groups (internal or external) with whom the individual will interact to perform the work of the position. Include network and collaborative relationships as well as direct “line” relationships

Internal

- Executive team
- Leadership team
- All other teams in the organisation (given the organisation-wide marketing & communications focus of the role)

External

- Community care customers, carers and families
- Corporate customers
- Sector peers/competitors
- Peak bodies
- Government representatives and departments (local, State and Federal)
- Consultants and advisors
- Small & Medium Enterprises
- Suppliers and vendors

Key Behaviours			
<p><i>Behavioural competencies or 'behaviours' as they are sometimes referred to are effectively the attributes we display as we carry out our work, and 'how'. For instance: How we communicate, interact and work with others, how open-minded we are to new ideas and ways of working, how we plan and organise our work to meet deadlines and targets and not least, how we develop ourselves and those we manage and lead. Below identifies those behaviours integral to the success of this position.</i></p>			
Strategic Behaviours (Level 7)			
Aligning Performance for Success <input checked="" type="checkbox"/>	Analytical Thinking <input type="checkbox"/>	Building Strategic Working Relationships <input type="checkbox"/>	Change Management <input type="checkbox"/>
Innovation & Creativity <input type="checkbox"/>	Leading through Vision & Values <input type="checkbox"/>	Strategic Decision Making <input type="checkbox"/>	Stress Tolerance <input type="checkbox"/>
Leadership Behaviours (Level 6 & 7)			
Adaptability <input checked="" type="checkbox"/>	Building Customer Loyalty <input checked="" type="checkbox"/>	Building Partnerships <input checked="" type="checkbox"/>	Coaching <input checked="" type="checkbox"/>
Delegating Responsibility <input type="checkbox"/>	Decision Making <input type="checkbox"/>	Developing Others <input type="checkbox"/>	Information Monitoring <input type="checkbox"/>
Leading the Team <input checked="" type="checkbox"/>	Influencing Others (Negotiating) <input type="checkbox"/>	Managing Conflict <input type="checkbox"/>	Project Management <input checked="" type="checkbox"/>
Operational Behaviours (All Levels)			
Applied & Continuous Learning <input checked="" type="checkbox"/>	Marketing & communications <input type="checkbox"/>	Building Trust <input checked="" type="checkbox"/>	Communication <input checked="" type="checkbox"/>
Client Liaison <input checked="" type="checkbox"/>	Demonstrates Initiative <input type="checkbox"/>	Energy <input type="checkbox"/>	Formal Presentation <input checked="" type="checkbox"/>
Gaining Commitment <input type="checkbox"/>	Legislative & Industry Standards <input checked="" type="checkbox"/>	Organisation & Self Management <input checked="" type="checkbox"/>	Quality & Work Standards <input checked="" type="checkbox"/>
Results Focused <input type="checkbox"/>	Safety & Environmental Excellence <input type="checkbox"/>	Teamwork <input checked="" type="checkbox"/>	Tenacity <input type="checkbox"/>
General Assessed			
Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit

Personal Requirements

Knowledge & Skills (Social, Personal & Technical) & Equipment

The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position

- Understanding of the needs of a diverse range of individuals across all age spans and abilities, particularly in the areas of assistive technology, home modifications and wellness and reablement in a range of settings.
- **OTDA specific roles only** – Understanding of the needs of a diverse range of individuals across all age spans and abilities in the area of vehicle modifications
- Demonstrated clinical expertise in complex assistive technology and home modification’s assessment and prescription exercising sound judgement
- Sound report writing skills using evidence-based practice to develop and implement person-centred solutions
- Ability to work with individuals, care givers, health professionals and education staff within consultative and collaborative relationships to achieve positive outcomes.
- Ability to work cohesively in a multi-disciplinary team and positively contribute to team spirit and motivation.
- Demonstrated proficiency in ICT including the use of data bases and Microsoft Office suite applications and generating and interpreting data.
- Demonstrated ability to present clear and succinct verbal and written messages to meet the needs and understanding of the intended audience.
- Demonstrated commitment to ongoing professional development and knowledge of the disability and aged care sector, resources, technologies and the application and contribution to service improvement and peer development.
- Experienced in the development and delivery of presentations (desirable)
- Experience in and ability to provide clinical supervision/ mentoring (desirable for Level 6-7 roles)
- Capability to build relationships, effectively negotiate and influence others
- Ability to liaise with leaders and key stakeholders both internally and externally
- Ability to prioritise and meet deadlines, sometimes working with incomplete information
- Sound understanding of customer relationship management
- Ability to travel to locations throughout Western Australia (as required by the position).
- May require some work after ordinary business hours, including weekends, on occasion.

Work Experience

The type and extent of previous work experience that is necessary to perform in the position

- Role/s in similar position and/or industry, with exposure to at least one functional area encompassed by this role
- Level 5 – Graduate to 3 years Occupational Therapist experience
- Level 6 – Minimum 3 years experience
- Level 7 – Minimum 6 years experience
- General and specialist clinical expertise (position specific)

Qualifications & Requirements

Degree qualification in Science (Occupational Therapy) or equivalent (or) significant relevant industry and positional experience

AHPRA (Occupational Therapist) Registration

National Police Clearance

Current Drivers’ Licence

<p>Position Specific (ie. Requirement dependent on position held)</p> <p>OTDA Registration Working with Children' s Check Other requirements as directed</p>	
<p>Extent of Authority</p> <p>Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.</p>	
<p>Prepared By: Lisa Karabin & Lynda Quigley</p>	<p>Position: P& C Professional / Allied Health Manager</p>
<p>Date Created: 27/07/2020</p>	<p>Related Documents: PD Work Instructions, Behaviours Guide</p>