

POSITION DESCRIPTION
Occupational Therapist
Grade 2

Position Title: Occupational Therapist Grade 2	
Section:	Client Services Department
Hours:	Permanent Full time
Reports to:	CEO
Location:	Kew Central Office and outreach work in metropolitan & regional Victoria
Award/Agreement:	Health Professionals & Support Services Award 2010
Date prepared: April 2017	Date reviewed: March 2018

Position Purpose:

The Occupational Therapist is part of a team responsible for achieving the organisations mission of designing, making or modifying equipment for people with a disability whose needs cannot be met commercially. Along with provision of therapy, modified equipment and customised bicycles, this role also includes the provision of education and advice to clients and carers who contact Solve. Referrals to other services are made when an equipment request is out of the scope of Solve.

Organisation Mission:

To solve equipment related problems faced by people with disabilities, of all ages, through the design, construction or modification of equipment where the need cannot be met commercially.

VALUES:

Service: we work together to enable people with disabilities to achieve their goals

Outcomes: we provide innovative, quality outcomes

Listening: we respect people and take time to listen and respond to their needs

Volunteerism: we value time and skills freely given

Ethics: we plan and manage our resources responsibly and ethically

Position Dimension:

The Occupational Therapist is responsible for the day to day management of custom equipment requests (projects) and is expected to exercise initiative and problem solve with considerable autonomy under direction from the CEO. This position operates according to the ethical standards and protocols applicable to AHPRA and the Australian Association of Occupational Therapists as well as the service standards, policies and procedures of the organisation. The Occupational Therapist is responsible for managing the customisation of assistive technology (AT) requests and driving and managing the Freedom Wheels Modified Bike Program.

KEY ACCOUNTABILITIES		
Key Result Area	Major Activities	Performance Measures
<p>Service: Ensure our services meet client's needs to a high standard</p>	<p>Customised Equipment</p> <ul style="list-style-type: none"> • Maintain up to date knowledge of assistive technology principles in relation to modification of equipment • Follow Solve Occupational Therapy process including triage, assessment, build, project completion and evaluation • Match client and AT needs with a volunteer who has appropriate skills and experience to design and build an equipment solution • At all times act in a manner which will empower the full participation of the client in the project design process • Monitor progress of the project via phone and email • Record details during the progress of project with photos, and/or videos and progress notes • Ensure OT project paperwork is completed in line with quality assurance requirements • At all times maintain privacy and confidentiality regarding both clients and volunteers <p>Freedom Wheels</p> <ul style="list-style-type: none"> • Make initial contact with referrer- family and/or therapist to triage referral and ensure appropriateness • Conduct bike clinics to assess the support needs of each individual client. Provide a prescription for a customised bike that enables the client to ride safely • Travel to regional areas to run clinics as required • Review quotations prior to sending to clients • Flag if final fitting is required on collection or if bike can be delivered without an Occupational Therapist • Review bikes post-delivery at 2 week, 3 months and 6 months • Record details of project on data base • Collaborate with bike mechanics throughout process to ensure an efficient and high quality service 	<ul style="list-style-type: none"> • Maintain up to date knowledge of assistive technology and its application to client's equipment needs and their goals • Ensure that client referrals/requests are assessed and clients/carers contacted within the Standards of Service • Ensure that projects are completed and records are updated accurately within Standards of Service • Adherence to Privacy policies at all times • Discussion of client feedback survey to ensure that clients are central to design process • Client referrals/requests are assessed and clients/carers contacted within the Standards of Service • Client feedback indicates satisfaction with our service • Project notes are up to date and accurately documented
<p>People: Staff and volunteers are the right fit and well trained and supervised</p>	<ul style="list-style-type: none"> • Recognise the values of the organisation and work collaboratively with staff and volunteers to build a cohesive team • Participate in the selection of volunteers • Provide communication/feedback to all volunteers both informally and via formal feedback • Recognise ongoing volunteer contribution and commitment • Act as a resource for volunteers, researching previous projects, putting volunteers in touch with other volunteers who may have the skills, 	<ul style="list-style-type: none"> • Demonstrates that has effective working relationships with staff and volunteers • Evidence of participating in volunteer interviews • New volunteers are monitored using the pro forma, others are provided feedback on a needs basis • Positive feedback from volunteers has been received

	<p>knowledge or workshop facilities pertinent to projects</p> <ul style="list-style-type: none"> • Participate in the ongoing education of volunteers through presentations at volunteer meetings, training and Branch Days and provide ideas/information for articles for Solve Newsletter • Assist volunteers in communication with the client and provide volunteer with relevant information on disabilities • Attend and contribute to regular project and staff meetings as agreed • Maintain project statistics, record of hours worked and personal expenses • Participate in the Performance Management Program 	<ul style="list-style-type: none"> • Has participated in volunteer education • Contributes actively to staff and OT meetings • Keeps accurate records • Participates in performance appraisal and review, keeps evidence.
Profile: Promote the Solve vision effectively and professionally	<ul style="list-style-type: none"> • Assist in the promotion of the organisation and its services in all contacts with the community and stakeholders • Assist in the dissemination of the organisations message to the broader community to enhance the community's understanding and acceptance of the equipment needs of people with disabilities • Present talks to consumer groups, service providers etc. 	<ul style="list-style-type: none"> • Is proactive in identifying opportunities to promote organisation • Participates in preparing and conducting presentations to various groups
Operations	<ul style="list-style-type: none"> • Actively participate in quality improvement activities • Maintain records according to policies and procedures • Participate in regular professional development opportunities to maintain skills in accordance with AHPRA/OT Australia requirements 	<ul style="list-style-type: none"> • Complies with work practices and policies and procedures of organisation • Makes recommendations for improvements • Demonstrates ownership for professional development
Other Duties	<ul style="list-style-type: none"> • Models the Solve Values at all times • Undertake special projects or reports when requested by supervisor or CEO • Perform all duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness • Participate in the formal supervision of students from time to time 	<ul style="list-style-type: none"> • Demonstrates the Solve values • Undertakes additional projects work when requested and completes to a high level • Demonstrates flexibility
Health and Safety	<ul style="list-style-type: none"> • Protect and promote the health and safety of self and others, complying with all health and safety related policies and procedures • Attend all required health and safety training 	<ul style="list-style-type: none"> • Adheres to OH&S policy and is proactive in identifying hazards or problems • Attended all training •

KEY SELECTION CRITERIA-Personal Attributes

Analytical

- Understands and interprets complex information and applies this throughout the clinical reasoning process
- Embraces innovative thinking and application in a team environment

Achieves Results

- Takes a proactive approach and completes tasks within service standards
- Accepts responsibility for implementation of a task/action and communicates this with team

Forges Relationships and engages others

- Works effectively and collaboratively with others by building sound relationships to achieve outcomes
- Contributes to team spirit by engendering teamwork and cooperation

Exemplifies personal drive and professionalism

- Clearly delivers information and aims for best outcomes for clients
- Communicates effectively both verbally and in writing
- Has integrity and is reliable and trustworthy
- Adapts to changing circumstances and is flexible in meeting client's needs

Valuing differences

- Shows respect for clients, supervisors, colleagues and volunteers
- Embraces differences in ideas and approaches

KEY SELECTION CRITERIA- Specialist Knowledge

Qualifications and Experience

ESSENTIAL:

- Bachelor of Occupational Therapy or equivalent
- Experience with equipment assessment and prescription
- Current registration with AHPRA
- Current Victorian Driver's Licence
- Highly developed conceptual and analytical skills and the expertise to resolve complex problems with particular focus in the area of assistive technology
- Ability to communicate effectively with a wide range of people, including a diverse client base, funding stakeholders, community service agencies, community groups, volunteers and individuals who have limited resources
- Skill in the evaluation and implementation of evidence based practice and modification of service delivery
- Knowledge of and commitment to continuous quality improvement
- Experience working with people living with a range of disabilities
- Competent computer skills in Outlook and Microsoft Office Suite

DESIRABLE:

- Experience working in a client centred team structure
- Registration with State Wide Equipment Program
- Familiarity with NDIS structures and processes

OTHER:

- Eligible to work in Australia
- Current Working with Children's Check
- Have own car (for occasional use when pool car is unavailable)
- Satisfactory completion of staff screening processes including criminal records check

PRE EXISTING INJURY

Prior to any person being appointed to this position, disclosure of any pre-existing injuries or disease that may be affected by employment in this position is required.