

**POSITION DESCRIPTION**  
**Occupational Therapist**  
**Grade 2**

<b>Position Title:</b> Occupational Therapist	
<b>Section:</b>	Client Services Department
<b>Hours:</b>	approximately 7hrs per week (casual)
<b>Reports to:</b>	Business Manager
<b>Location:</b>	Bendigo area
<b>Award/Agreement:</b>	Health Professionals & Support Services Award 2010
<b>Date prepared:</b> May 2017	<b>Date reviewed:</b> April 2018

**Position Purpose:**

The Occupational Therapist is responsible for achieving the organisations mission of designing, making or modifying equipment for people with a disability whose needs cannot be met commercially. This role includes promoting the organisation to health professionals, aged care facilities, disability organisations, schools etc. and providing advice and service to clients and carers, referral to other organisations able to assist when Solve cannot and the coordination of technical volunteers assigned to projects.

**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 management of projects, promotion and coordination of the Bendigo at Branch of volunteers and is expected to exercise initiative and problem solve with considerable autonomy under direction from the Business Manager based in Melbourne. This position operates according to the ethical standards and protocols applicable to the incumbent's professional discipline, and the service standards, policies and procedures of the organisation.

<b>KEY ACCOUNTABILITIES</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures</b>
<p><b>Service: Ensure our services meet client's needs to a high standard</b></p>	<p><b>Customised Equipment</b></p> <ul style="list-style-type: none"> <li>• Maintain up to date knowledge of assistive technology principles in relation to modification of equipment</li> <li>• Follow Solve Occupational Therapy process including triage, assessment, build, project completion and evaluation</li> <li>• Match client and AT needs with a volunteer who has appropriate skills and experience to design and build an equipment solution</li> <li>• At all times act in a manner which will empower the full participation of the client in the project design process</li> <li>• Monitor progress of the project via phone and email</li> <li>• Record details during the progress of project with photos, and/or videos and progress notes</li> <li>• Ensure OT project paperwork is completed in line with quality assurance requirements</li> <li>• At all times maintain privacy and confidentiality regarding both clients and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain up to date knowledge of assistive technology and its application to client's equipment needs and their goals</li> <li>• Ensure that client referrals/requests are assessed and clients/carers contacted within the Standards of Service</li> <li>• Ensure that projects are completed and records are updated accurately within Standards of Service</li> <li>• Adherence to Privacy policies at all times</li> <li>• Discussion of client feedback survey to ensure that clients are central to design process</li> <li>• Client referrals/requests are assessed and clients/carers contacted within the Standards of Service</li> <li>• Client feedback indicates satisfaction with our service</li> <li>• Project notes are up to date and accurately documented</li> </ul>
<p><b>People: Staff and volunteers are the right fit and well trained and supervised</b></p>	<ul style="list-style-type: none"> <li>• Recognise the values of the organisation and work collaboratively with staff and volunteers to build a cohesive team</li> <li>• Participate in the selection of volunteers</li> <li>• Provide communication/feedback to all volunteers both informally and via formal feedback</li> <li>• Recognise ongoing volunteer contribution and commitment</li> <li>• Act as a resource for volunteers, researching previous projects, putting volunteers in touch with other volunteers who may have the skills, knowledge or workshop facilities pertinent to projects</li> <li>• Participate in the ongoing education of volunteers through presentations at volunteer meetings,</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates that has effective working relationships with staff and volunteers</li> <li>• Evidence of participating in volunteer interviews</li> <li>• New volunteers are monitored using the pro forma, others are provided feedback on a needs basis</li> <li>• Positive feedback from volunteers has been received</li> <li>• Has participated in volunteer education</li> </ul>

	<p>training and Branch Days and provide ideas/information for articles for Solve Newsletter</p> <ul style="list-style-type: none"> <li>• Assist volunteers in communication with the client and provide volunteer with relevant information on disabilities</li> <li>• Contribute to regular project and staff meetings as agreed</li> <li>• Maintain project statistics, record of hours worked and personal expenses</li> <li>• Participate in the Performance Management Program</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes actively to staff and OT meetings</li> <li>• Keeps accurate records</li> <li>• Participates in performance appraisal and review, keeps evidence.</li> </ul>
<b>Profile: Promote Solve effectively</b>	<ul style="list-style-type: none"> <li>• Assist in the positive promotion of the organisation and its services in all contacts with the community and stakeholders</li> <li>• 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</li> <li>• Present talks to consumer groups, service providers etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Is proactive in identifying opportunities to promote organisation</li> <li>• Participates in preparing and conducting presentations to various groups</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Actively participate in quality improvement activities</li> <li>• Maintain records according to policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Complies with work practices and policies and procedures of organisation</li> <li>• Makes recommendations for improvements</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Models the Solve Values at all times</li> <li>• Undertake special projects or reports when requested by supervisor or CEO</li> <li>• Perform all duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates the Solve values</li> <li>• Undertakes additional projects work when requested and completes to a high level</li> <li>• Demonstrates flexibility</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Protect the health and safety of self and others, complying with all health and safety related policies and procedures</li> <li>• Attend all required health and safety training</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to OH&amp;S policy and is proactive in identifying hazards or problems</li> <li>• Attended all training</li> </ul>

### 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

#### 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 the supervisors, colleagues, clients and volunteers
- Respects that others have different ideas and behaviour

### 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

##### 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
- 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.

