

POSITION DESCRIPTION
Occupational Therapist
Level 2

Position Title: Occupational Therapist Level 2	
Section: Therapy Services Department	
Hours: Part-time, 22.08 hours per week	
Reports to: Practice Lead, Therapy Services	
Location: Work from home South East suburbs or Central Office, Abbotsford, Melbourne	
Award/Agreement: Health Professionals & Support Services Award 2010	
Date prepared: July 2021	Date reviewed:

<p>Position Purpose:</p> <p>The main purpose of this role is to provide occupational assessment and intervention related to custom and commercial assistive technology and customised bicycles through the Freedom Wheels program.</p>
<p>Organisation Mission:</p> <p>To solve equipment related problems faced by people with disabilities, of all ages, through specialised occupational therapy and the design, construction or modification of equipment where commercial solutions are not suitable.</p>
<p>Values:</p> <p>Team: We are a team who engage through respectful, honest communication and collaborative interactions. Client-Focused: We are enthusiastic about finding solutions for our clients. We listen and are responsive. Creativity: We value and encourage innovative thinking. Supportive: We foster an environment that values and recognizes contributions from all. Expertise: We provide clever, high quality, cost-effective products.</p>
<p>Position Dimension:</p> <p>The Occupational Therapist is responsible for the day to day management of custom and commercial assistive technology requests (projects) and is expected to exercise initiative and problem solve with considerable autonomy, reporting to the Practice Lead, Therapy Services. 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 provision of clinical assessment and advice, managing assistive technology (AT) requests, and will also be trained to assess clients attending the Freedom Wheels Bike Program. When undertaking custom AT projects the Occupational Therapist will supervise the skilled technical volunteers responsible for designing and constructing the equipment.</p>

KEY ACCOUNTABILITIES		
Key Result Area	Major Activities	Performance Measures
<p>Service:</p> <p>Ensure our services meet client's needs to a high standard</p>	<p>Customised Assistive Technology</p> <ul style="list-style-type: none"> Follow Solve Occupational Therapy process including triage, assessment, build, project completion and evaluation At all times act in a manner which will empower the full participation of the client in the project design process Ensure a Peer Reviewer is allocated for high risk projects 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, data base records, and external reports and applications are completed in line with quality assurance requirements, OT Australia and NDIS practice standards Maintain appropriate project records to enable therapy services to be billed in line with Solve and funding body policies and procedures. At all times maintain privacy and confidentiality regarding both clients and volunteers <p>Freedom Wheels</p> <ul style="list-style-type: none"> Make 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 Forward quote and supporting documentation to clients post-assessment. Collaborate with bike volunteers throughout process to ensure an efficient and high quality service and a safe bike for clients Maintain project records to enable therapy services to be billed in line with Solve/funding body policies. 	<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 thoroughly assessed and clients/carers contacted as per the Standards of Service with regards to timeliness and quality Ensure that projects are completed and records are updated accurately within Standards of Service Adhere to practice standards as set out by APHRA, OT Australia and the NDIS Understanding of NDIS requirements in relation to assessment, prescription and billing of participants. Billable therapy services are identified, recorded and forwarded to admin for processing. 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 Supporting documentation completed and forwarded to clients within Solve's Standards of Service.
<p>People:</p> <p>Staff and volunteers are the right fit and well</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 Provide feedback to all volunteers both informally and via formal feedback avenues Supervise volunteers throughout a project, providing guidance to ensure established practices and 	<ul style="list-style-type: none"> Demonstrates that has effective working relationships with staff and volunteers New volunteers are monitored, feedback is provided Positive feedback from volunteers has been received

<p>trained and supervised</p>	<p>processes are followed. Initiate discussion with volunteers when any deviation to processes are made and take appropriate follow up action if required</p> <ul style="list-style-type: none"> • 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, knowledge or workshop facilities pertinent to projects • Participate in the ongoing education of volunteers through presentations at volunteer meetings, training 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 • Participate in continuous professional development in relation to assistive technology principles in accordance with AHPRA/OT Australia requirements 	<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. • Demonstrates ownership for professional development
<p>Profile: Promote the Solve vision effectively and professionally</p>	<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
<p>Operations</p>	<ul style="list-style-type: none"> • Actively participate in quality improvement activities • Maintain records according to policies and procedures 	<ul style="list-style-type: none"> • Complies with work practices and policies and procedures of organisation • Makes recommendations for improvements
<p>Other Duties</p>	<ul style="list-style-type: none"> • Models the Solve Values at all times • 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 as required • Attend after hours meeting with the volunteer branch approximately once every 6 weeks 	<ul style="list-style-type: none"> • Demonstrates the Solve values • 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
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KEY SELECTION CRITERIA-Personal Attributes

Analytical <ul style="list-style-type: none"> • Understands and interprets complex information and applies this throughout the clinical reasoning process • Embraces innovative thinking and application in a team environment

Achieves Results <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Works effectively and collaboratively with others by building sound relationships to achieve outcomes • Contributes to team spirit by engendering teamwork and cooperation
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Exemplifies personal drive and professionalism <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Shows respect for clients, supervisors, colleagues and volunteers • Embraces differences in ideas and approaches
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KEY SELECTION CRITERIA- Specialist Knowledge

Qualifications and Experience

<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Bachelor of Occupational Therapy • 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 an 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 • NDIS Worker screening check <p>DESIRABLE:</p> <ul style="list-style-type: none"> • A current first aid and CPR certificate

- Experience working in community health or disability setting
- Familiarity with the National Disability Insurance Scheme (NDIS) funding and processes
- Occupational Therapy Australia Membership
- Own car

OTHER:

- Eligible to work in Australia
- Current Working with Children's Check
- Satisfactory completion of staff screening processes

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.