



POSITION DESCRIPTION

Position Title:	Occupational Therapist
Reports to:	Therapy Manager
Line Manages:	Supervision of Allied Health students
Level:	Level 4 - 5 SCHADS
Location:	Perth metropolitan area (based in Maddington)
Date Reviewed	29 July 2020

Directions Disability Support Services

Directions Disability Support Services has provided personalised and individually tailored support to people with a disability and their families for over 25 years and has developed a strong reputation for high quality relationship-based services throughout Perth.

Service delivery areas include therapy, individualised supports, groups and host families. The Directions therapy service provision includes, but is not limited to, direct therapy, groups (therapeutic and social), positive behavioural support, assistive technology and equipment, home modifications, specialist support coordination, dysphagia assessment and intervention, psychological therapies, counselling, consultation, training, education and advocacy.

Directions Vision

Our vision for the people we support is for them to:

- Have a fulfilled life - with healthy relationships, friendships and purpose
- Be part of an inclusive community, which accepts people as they are and looks beyond disability
- Be empowered to make choices and have control over how they live: to decide not only what is important for them, but what is important for them.

Our long-term vision for Directions is:

- To have a reputation for quality which inspires, and shows others what is possible for people with disabilities;

- To grow to serve people across Western Australia, while keeping our unique, values-based approach;
- To recruit, develop and retain the best people in the sector, because they are the source of the value we provide to the people we support;
- To build strong links with government and the communities in which we operate.

Directions Values

Our core values define who we are as an organisation, what we believe in and what makes us unique. They also describe what we expect from our team. All of us at Directions have agreed to uphold these values (and the behaviours they represent, which are detailed separately), and to be held accountable for doing so:

- **Working Together:** How well we work together is directly linked to how well we can support the people we work with.
- **Being Creative and Flexible:** People who are creative and flexible thrive at Directions.
- **Having Energy and Enthusiasm:** The energy and enthusiasm of our team is what makes Directions a special place to work.
- **Being Compassionate:** Compassion for the people we support and for our colleagues is at the heart of how we work together.
- **Making a Difference:** We are united in our desire to improve people's lives and make a difference in our community.
- **Being Honest:** Trust is fundamental to our work, and we build trust through being honest with each other.

Position Overview

This is a dynamic role that works in collaboration with the person with a disability, their family, their networks and other allied health colleagues to create innovative, sustainable and practical strategies (both technical and behavioural) for people with disability and their families; supports the coordinators and support workers to provide the very best in person centred, purposeful, functional, evidence-based and relationship-based support.

Key Accountabilities/Duties

- Provide comprehensive, quality individual and small group occupational therapy services that are responsive to individual needs, culturally appropriate, and sensitive to the needs of the community;
- Identify through observation and formal assessment the needs of individuals and their families;
- Design services with a person-centred, strengths based and collaborative approach;
- Supporting and building capacity of the person's formal (support worker, education assistants etc.) and informal (family member, friends) network by maximising the involvement of individuals and their families in designing and developing their services;
- Support the person with a disability, their formal and informal support networks, as well as therapy colleagues, support workers and other key stakeholders to identify and support the delivery of positive behaviours strategies.
- Liaise with other team members, ensuring the provision of integrated and holistic services;
- Work with coordinators and support workers to develop innovative, purposeful, practical, sustainable solutions and best practice support services including the training of support workers in

intervention models, therapy techniques, strategies and the manual handling tasks for the clients they work with and at monthly inductions.

- Actively collaborate with other services providers to maximise support for the person;
- Provide expert advice regarding clinical matters;
- Deliver services within budget and in a manner that does not compromise the needs of people we support;
- Effectively assess and manage risk and the safety of the staff/volunteers/students and individuals they support;
- Actively network and raise awareness of Directions Therapy Services to Local Coordinators and members of public;
- Develop and extend own professional knowledge and skills required, being aware of current developments in best practice within the profession and research special techniques as required;
- Supervise and mentor Occupational Therapy Students

Statement of duties

Understanding the people we support:

1. Appreciate and understand the issues experienced by people with disability and their families.
2. Maximise the involvement of people and their families in designing and developing their own services and supports.

Service Delivery:

1. Support the philosophies of person centred practice and positive behavioural supports and engage in collaborative, holistic goal setting that reflects the individual's needs and priorities;
2. Ensure timely service delivery models are based on current evidence-based practice and are delivered within resources;
3. Provide clinical leadership, support and training to coordinators and support workers to ensure the best outcome for individuals and their families;
4. Act as a specialist resource to staff on all matters pertaining to the provision of occupational therapy services, including positive behaviour management;
5. Manage client feedback and take corrective action to ensure services remain responsive to consumer need;
6. Assist the Services Manager in the development of procedures, guidance notes and operating frameworks in support of service delivery;
7. Use and populate Visicase database in accordance with the requirements of Directions and funding bodies;
8. Maintain and regularly revise Directions' operational risk register in consultation with the Coordinators, the support workers and the Services Manager;
9. Provide support to Occupational Therapy students.

Relationships and communications:

1. Create, negotiate and build effective relationships and rapport with individuals, families, Coordinators and support workers. Take responsibility for sharing personal knowledge and skills across the organisation and provide training and mentoring when required;
2. Develop and maintain professional and functional relationships with peers and colleagues within Directions;
3. Develop and maintain professional links and networks with relevant external organisations

Team work

1. Work as part of the team and work autonomously as required;
2. Ensure effective information sharing and communication including attendance at meetings and contribution to communication strategies;
3. Participate in relevant training;
4. Participate in and assist with Directions' staff development days;
5. Demonstrate a willingness to participate in team and planning discussions to resolve potential conflict.

Environment

1. Ensure all work related activities are carried out in compliance with the Disability Service Standards;
2. Any procurement of goods and services include consideration of the environmental footprint;
3. Minimise wastage of office materials through reduction, reuse or recycle principles;
4. Participate in environmental awareness activities;
5. Report environmental issues to appropriate people.

Continuous Improvement

1. Contribute to continuous quality improvement by constantly seeking out opportunities to improve work practices and procedures;
2. Assist the quality evaluation process by identifying, incorporating best practice and providing regular reports on quality activities undertaken.

Occupational Health and Safety

1. Contribute to the maintenance of an occupationally safe and harassment-free workplace;
2. Ensure occupational health and safety issues are considered in all aspects of duties performed;
3. Maintain high standards of performance and adopt a proactive approach to occupational health and safety issues;
4. Ensure compliance with statutory requirements and company policies and practices;
5. Report all observed safety incidents and hazards and recommend improvements;
6. Comply with all state and federal anti-discrimination, bullying and sexual harassment legislation.

Other

1. Ensure the confidentiality of any and all information obtained in relation to the position;
2. Comply with Directions' internal quality systems, policies, procedures and protocols;
3. Represent Directions in a professional and credible manner in all interactions with the community and other external stakeholders;
4. During normal working hours focus attention on the activities of Directions;
5. All other tasks as directed that are reasonable and appropriate for the role.

Work Related Requirements

Qualifications and experience

1. Tertiary qualification in Occupational Therapy;
2. Current full registration with the Australian Health Professionals Registration Agency (AHPRA) and eligible for membership with Occupational Therapy Australia.

Knowledge, skills and abilities

1. Experience in the provision of holistic, person-centred and strengths based services;
2. Excellent communication and interpersonal skills with demonstrated ability to engage people from all backgrounds;
3. Demonstrating ability to work collaboratively with all stakeholders to develop innovative, practical and sustainable solutions for all stakeholders;
4. Experience in the mentoring support workers, fellow colleagues or students;
5. Ability to promote, represent, advocate and influence in a complex and changing environment;
6. Ability to think strategically, innovatively and practically about ways to support people with disability to live in the community;
7. Ability to resolve complex and challenging issues by taking timely and appropriate decisions;
8. Ability to plan and manage resources.

Desirable Experience

1. Recent Occupational Therapy (or commensurate) experience in the field of disability services and across all age groups;
2. Experience in the disability field supporting people with complex and behavioural support needs;

Appointment Pre Requisite

1. Proof of right to work in Australia
2. Current WA C class driver's licence;
3. Current National Police Clearance;
4. Current Senior First Aid Certificate;
5. Current Working with Children Check
6. Evidence of qualification/s
7. Two current independent referees

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