



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Occupational Therapist
<b>Reports to:</b>	Therapy Manager
<b>Line Manages:</b>	Supervision of Occupational Therapists and Allied Health students
<b>Level:</b>	Level 5 SCHADS
<b>Location:</b>	Perth metropolitan area (based in Maddington)
<b>Date Reviewed</b>	17 November 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.

Directions is spearheading an exciting relationship-based model of therapy and an opportunity has arisen for a **part time Senior Occupational Therapist** to join the team. The person in this dynamic role will be part of the multidisciplinary Allied Health Team, working closely with all Allied Health staff, as well as co-ordinators and support workers, to solve problems and create opportunities for the people we support and their families. We provide support services for people with disability across the lifespan and are particularly looking for a Senior Occupational Therapist who has experience in equipment provision and working with people with a variety of disabilities, including autism.

Our Allied Health services provide wrap-around holistic, evidence based supports for people with a variety of disabilities, across all age groups. The Allied Health Team work collaboratively with the individual, their family, and both their informal and formal supports, in a variety of community and school settings to address the individuals' concerns and build their capacity.

### 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. Staff at Directions have agreed to uphold these values and the behaviours they represent and to be held accountable for doing so:

- **Working Together strongly:** 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 Positive 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

The role of the Senior Occupational Therapist is to provide evidence based OT skill development, capacity building, supervision and wise mentoring of Directions Occupational Therapists within a cohesive Therapy Team

This is a dynamic role that also 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

- In collaboration with the Therapy Manager and Senior Allied Health staff, the Senior Occupational Therapist will contribute to the development of Directions professional practice principles and to the strategic development of Occupational Therapy (OT) services within the organisation;
- 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;
- 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 and supports;
- 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.
- Provide structured supervision of DIRECTIONS Occupational Therapists to ensure their services are of a high standard, and consistent with evidence-based practice and DIRECTIONS professional practice principles;
- Identify and develop access to relevant, prioritised Occupational Therapy resources;
- Liaise with other discipline 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 by OT's in evidence based intervention models, therapy techniques, strategies and the manual handling tasks for the clients they work with at monthly inductions.
- Actively collaborate with other services providers of all disciplines to maximise support for the person;
- Provide expert advice regarding clinical matters;
- Provide skilled advice in identifying equipment and home modification needs, prescribing equipment and providing best practise recommendations;

- Supporting fellow OTs to deliver timely services within budget and in a manner that optimally addresses the needs of the people we support;
- 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;
- In collaboration with the Therapy Manager and Human Resources, support the recruitment, orientation and ongoing professional development of DIRECTIONS Occupational Therapists;
- Provide recommendations to senior and front-line managers on the professional development needs of individual occupational therapists in line with their performance development, and the suitability of profession-specific professional development events in meeting their needs;
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- In collaboration with Human Resources and the Therapy Manager, host student clinical placements, contribute to university undergraduate programs and the supervision and capacity building of Occupational Therapists;
- Effectively assess and manage risk and the safety of the staff/volunteers/students and individuals the OT's support;
- Actively network and raise awareness of Directions Therapy Services to Local Coordinators and members of public;
- Perform other Senior Professional Occupational Therapy duties as directed,

#### Statement of duties

##### **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 with consistently good productivity and positive clinical outcomes.
3. Provide evidence based Occupational Therapy clinical leadership, support, mentoring and training for Occupational Therapists, to ensure best outcomes in developing the capacity of Occupational Therapists in the Directions Therapy Team;
4. Provide Occupational Therapy clinical leadership, support and training to therapists, coordinators and support workers to ensure best outcomes for individuals and their families;
5. Act as a specialist resource to staff on all matters pertaining to the provision of Occupational Therapy services, including equipment provision and positive behaviour management;
6. Manage client feedback and take corrective action to ensure services remain responsive to consumer need;
7. Assist the Therapy Manager in the development of procedures, guidance notes and operating frameworks in support of Therapy service delivery;
8. Use and populate the Visicase database in accordance with the requirements of Directions and funding bodies;
9. Maintain and regularly revise Directions' operational risk register in consultation with the Coordinators, the support workers and the Therapy Manager;
10. Provide support in the development of Occupational Therapy students.

## Key Performance Indicators

- Effective clinical support and supervision of Occupational Therapists to ensure that their services are of a high standard, and consistent with evidence-based practice and DIRECTIONS's practice principles;
- Effective communication and collaboration with senior and front-line managers to support the overall functioning of teams and transdisciplinary practice within teams;
- Effective contributions to DIRECTIONS's practice principles and strategic development of Occupational Therapy services within DIRECTIONS;
- Effective service provision with consistently good productivity and positive clinical outcomes.
- Effective contributions to professional development planning and facilitation of professional networking meetings and training for Occupational Therapists;
- Effective contributions to the recruitment of Occupational Therapists and orientation of newly appointed Occupational Therapists;
- Effective networking with Occupational Therapists from other agencies that support people with disability.

## 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 across all work areas 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 regular 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 any potential conflict.

## Environment

1. Ensure all work related activities are carried out in compliance with the Disability Service Standards and National Disability Insurance Scheme guidelines;
2. Any procurement of goods and services includes 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.
3. In collaboration with the Therapy Manager and Occupational Therapists, identify and develop strategies that will enhance the service offer for individuals with Directions.

## **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 manner in all interactions with the community and other external stakeholders;
4. During normal working hours focus attention on the activities of Directions;
5. Perform other Senior Professional Occupational Therapy duties as directed,

## **Work Related Requirements**

### **Qualifications and experience**

#### **Essential Criteria**

1. Tertiary qualification in Occupational Therapy, with a minimum of 3 years relevant clinical experience
2. Current full registration with the Australian Health Professionals Registration Agency (AHPRA) and eligible for membership with Occupational Therapy Australia.

### **Knowledge, skills and abilities**

- Demonstrated high level understanding and clinical expertise in the delivery of evidence based Occupational Therapy services supporting people with disability across the lifespan;
- Demonstrated clinical expertise in the assessment, prescription and provision of equipment to support people with disability;
- Demonstrated ability to work effectively with families and professionals in addressing the special needs of children and adults with disability;
- Demonstrated effectiveness in working as a supportive member of a multidisciplinary team;
- Experience in the provision of holistic, person-centred and strengths based services;
- Excellent communication and interpersonal skills with demonstrated ability to engage people from all backgrounds;
- Experience in the mentoring and capacity building Occupational Therapists and OT students
- Experience in supporting people with complex behavioural support needs;
- Ability to promote, represent, advocate and influence in a complex and changing environment;
- Ability to think strategically, innovatively and practically about ways to support people with disability to live their best life in the community;
- Ability to resolve complex and challenging issues by taking timely and appropriate decisions;
- Ability to plan and manage resources.

### **Desirable Experience**

- Experience in developing the skills of Support Workers.
- Proven knowledge of child and adolescent development, learning and behaviours;

**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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