

Care² Position Description

Position Title	Occupational Therapist	
<p>Purpose: To provide Occupational Therapy services to Care² customers and NDIS participants, inclusive of evidence- based assessment and intervention.</p> <p>The attributes of a Care² Occupational Therapist include compassion, flexibility, conscientiousness and excellent time management.</p>		
Reports to	Regional Manager	CEO ^ National / State Manager
Business division	By geographical area	^ Regional Manager ^ [Occupational Therapist]
Key Functions	Key accountabilities, Responsibilities and Deliverables	
Service provision	<ul style="list-style-type: none"> • Plan, deliver and evaluate Occupational Therapy services to customers and NDIS participants that focus on participant goal attainment. • Provide supports and services in collaboration with others; work within a multidisciplinary team and with external stakeholders (other health professionals, NDIA- related entities etc). • Provide accurate, timely and high quality reports that meet the needs of the target audience. • Participate in regular professional development opportunities. • Fulfil administrative requirements, including record keeping, billing and invoicing. • Ensure compliance with Code of Practice and duty of care to participants and service users. • Ensure services meet quality standards and contractual agreements. • Regularly review outcomes achieved and seek support as required. 	

Stakeholder management	<ul style="list-style-type: none"> • Provide regular feedback to stakeholders in regards to progress (participant, carer/ nominee, LACs, support coordinators, NDIA staff or others).
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	<ul style="list-style-type: none"> • Liaise with local health professionals and services as required. • Development of relationships with stakeholders to facilitate partnerships and potential work opportunities.
Workplace Health & Safety	<ul style="list-style-type: none"> • Work within policies and procedures of Care² • Ensure that a safe working environment is maintained at all times. • Communicate safety hazards and risks immediately.

Selection Criteria

Qualifications & Essential criteria	<ul style="list-style-type: none"> • Degree in Occupational Therapy • AHPRA Registration (Current) • Satisfactory criminal record and working with children check (or state equivalent) • Australian Drivers Licence and access to own vehicle • Passion for helping a diverse range of clients • Strong communication skills – verbal and written • Ability to work as part of a team as well as autonomously • Evidence of completion of the NDIS mandatory orientation module
Desirable criteria	<ul style="list-style-type: none"> • Working with vulnerable people check (or state equivalent) • At least 2 years' experience as an Occupational Therapist in clinical settings working with people with disability. • Understanding of the NDIS framework, funding, services, support categories and procedures.

Key interactions

Internal: <ul style="list-style-type: none"> • Care² CEO • National Manager - Operations • State/Regional Manager- Operations • Clinical Supervisor • Multi-disciplinary team members of Care² 	External: <ul style="list-style-type: none"> • NDIS Participants and their carers, support staff and families • Local Area Coordinators • Support Coordinators • NDIA staff • External health professionals- GPs and other allied health
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