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**JOB TITLE** Senior Occupational Therapist – NDIS

**DATE** 11/08/2020

**REPORTS TO** General Manager

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## JOB DESCRIPTION

### Purpose of role

The Senior Occupational Therapist position is part of the NDIS Adult Therapy team which provides person-centred, allied health services to adults with a disability and will report to the General Manager.

The Senior Occupational therapist will be responsible for efficient, evidence-based clinical service delivery to a caseload of clients who are funded under the NDIS. The role is community based with Occupational therapy services to be delivered either at the Rozelle Neighbourhood Centre, in the client's home or other relevant place with the aim being to support the client to achieve their NDIS goals.

The Senior Occupational Therapist will lead the growth of a new team and be required to work autonomously and at a self-directed pace to achieve clinical targets.

### Main duties and responsibilities

Core objectives include:

#### Clinical Duties

- Provide evidence based, person centred assessment, clinical management, and intervention to people with a cognitive, physical, or psycho-social disability in line with NDIS goals
- The prescription of Assistive Technology and recommendations for Home Modifications funded under the NDIS and other external funding agencies, this includes the preparation of funding applications
- Provide ADL (activity of daily living) and functional capacity assessments within the client's home or other natural setting and provide recommendation and intervention to ensure the client reaches their optimal level of function
- Manage a caseload of clients who may present with increasing complexity, multiple co-morbidities, and functional limitations across multiple areas of their life
- Utilise a strengths-based, client centred approach to support a client to identify their goals and utilise a capacity building approach towards achievement and long-term sustainability of these goals
- Understand the principles and philosophy of an insurance-

based model

- Ability to work in a dynamic and evolving team focused on achieving optimal client outcome while meeting clinical targets set for the adult therapy team
- Provide information and skills training to clients, their carers/family and support workers from other agencies as needed to achieve the NDIS goals
- Liaise with and provide therapy and progress reports to the NDIS, Support Coordination, external organisations and other referrers/funding bodies as required
- Work with the General Manager, community engagement and marketing team to identify and participate in community events that increase Rozelle Neighbourhood Centre's presence and identity as an NDIS service provider of choice
- Participate in quality improvement and allied health service delivery projects and meetings as directed by the General Manager.
- Supervise Occupational Therapists and students.
- Ability to write reports to a high standard that meet both the needs of the client and the NDIS.

#### **General Duties**

- Develop and maintain an up to date and in depth understanding of NDIS legislation, rules, and regulations and how this applies to the delivery of community based allied health services and other capacity building supports under the NDIS
- Participation in health education and health promotion relevant to the service
- Attendance at NDIS Adult Therapy staff meetings
- Attendance at Team Planning and All of Program Days
- Participation in relevant networks and forums and establishment/maintenance of links with key external agencies.
- Ensure that program development and service delivery reflect the cultural and social diversity of the local community

#### **Professional Development and Quality Improvement**

- Participation in professional development opportunities to support continuous learning relevant to position
- Participation in peer supervision to ensure services respond to family need and best practice principles
- Participate in supervision with General Manager and external clinical supervision.
- Participate in relevant networks and forums and maintenance of links with key external agencies
- Participate in development of NDIS Service annual work plan
- Participate in strategic planning process
- Participate in annual performance appraisal

## **Safety and Risk**

### **Work Health & Safety (WHS)**

- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Rozelle Neighbourhood Centre's WHS Framework.

### **Physical Inherent requirements (PIR)**

- Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions
- Incorporates computer-based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods more than 20 minutes
- Sound upper limb joints, with the ability to withstand repetitive upper limb activity
- May be required to occasionally lift and carry items weighing up to 10kgs

### **Quality & Risk**

- Be proactive in risk identification, notification, and management.
- Comply with Rozelle Neighbourhood Centre's policies and procedures
- Participate in quality improvement activities and engage clients in these activities when relevant.

*Rozelle Neighbourhood Centre is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.*

## **Capabilities**

All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organizational values and the level of responsibility of the position.

## PERSON SPECIFICATION

### Essential

- Tertiary qualification in Occupational Therapy with a minimum of 3-5 years' experience
- Current AHPRA registration
- Strong knowledge and understanding of the NDIS
- prior work experience or lived experience of disability
- Demonstrated experience in client centred care through effective assessment, care planning, case conferencing and review of clients
- A commitment to the Centre's values and philosophy, and ability to engage in the enhancement of the Centre's culture in meeting organizational objectives
- Highly developed written and verbal communication skills
- Proven track record in creating efficiency and meeting targets
- Knowledge and experience in assistive technology & home modifications

### Desirable

- Prior experience in disability under the NDIS
- Experience working with people with a mental health diagnosis, Autism, and intellectual disability
- Membership of relevant professional organisation
- Experience in a start-up environment and being comfortable in a changing dynamic environment

### Checks, Licences and Registration

- National Police check (NPC)
- Working with Children's Check (WWCC)
- A current full or probationary Driver's License
- Registration with AHPRA
- Disability Worker Exclusion Scheme (DWES)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

### ACKNOWLEDGEMENT

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I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

### SIGNED BY YOU

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Employee

.....  
Date

### SIGNED BY MANAGEMENT

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Manager

.....  
Date