

Position Description

Position	Senior Occupational Therapist
Status	Part Time/Full Time Ongoing
Program	Disability & Therapeutic Services Program
Location	Warrnambool, Portland or Hamilton
Date	November 2020

About Bethany

Bethany Community Support Inc. is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

Our Vision

To be a recognised leader in providing services that work in new ways to support children, families and individuals to be the best they can, develop secure relationships and participate in their community.

Our Values

- **Courage** We take action and stand up for what we believe
- **Respect** We value people and build on their strengths
- **Integrity** We are open, fair and just in everything we do
- **Innovation** We develop new ways of working to make a difference
- **Collaboration** We work together to improve outcomes

Bethany's Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

Bethany's statement of commitment to child safety

Bethany Community Support is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

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Position Objectives

The National Disability Insurance Scheme (NDIS) is the new way of providing individualised support for people with disability, their families and carers. As a registered NDIS provider, Bethany is registered to provide a range of services including coordination of supports and a range of therapies such as occupational therapy, speech pathology, psychology and physiotherapy.

This position is responsible for providing occupational therapy support for people with permanent and significant disability, their families and carers, according to the goals and funded supports specified in a participant's individual NDIS Plan. Support is based on the underpinning NDIS principles of a participant's 'choice and control' and may be provided within the office, the participant's home or in their local community.

This role will be required to provide occupational therapy support to participants of the NDIS across all Bethany locations in the South West of Victoria (Warrnambool, Portland & Hamilton). The position may also be required to provide therapy support for participants of the NDIS located in other areas including Geelong. Bethany fleet vehicles are provided for outreach work.

Flexible working arrangements with fulltime or part time employment available and the option to work from Warrnambool, Portland or Hamilton. Given the current impact of COVID-19 flexible employment options are available including the possibility of working from home and providing occupational therapy services via digital platforms.

Key Responsibilities

- Provide Occupational Therapy Services for participants of the NDIS within the South West and Barwon Regions of Victoria
- Provide evidence based, person focused and family centred assessment and interventions to assist participants and their families achieve the goals identified in individual NDIS plans
- Prepare evidence based occupational therapy reports, case notes and progress updates as required by the National Disability Insurance Agency (NDIA)
- Provide occupational therapy services within a fee for service delivery model. A key requirement of this role will involve the ability to claim a set number of hours of therapy service per day.
- Provide mentoring and clinical supervision for Occupational Therapy graduates and students
- Liaise with other relevant professionals, networks and services to ensure effective case co-ordination and collaboration for positive outcomes for participants and their families
- Contribute to practice knowledge and development within Bethany.
- Actively participate in regular formal supervision, team and Agency meetings and planning activities

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- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with Bethany Values, standards, practices, policies, procedures, regulation, industrial instruments or legislation.
- Support and participate in the Agency's continuous quality improvement process.
- Other duties as required.

Key Selection Criteria

Essential:

1. Bachelor or Master Degree in Occupational therapy
2. General Registration with relevant professional body
3. Minimum two years post qualifying professional practice
4. Advanced clinical skills in the assessment and development of interventions for people with disability
5. Current full Victorian Driver's Licence
6. A satisfactory criminal records check, Working With Children Check and
7. Disability Worker exclusion check
8. Successful completion of the NDIS Worker Orientation Module

Desirable:

1. Advanced clinical skills in the assessment and development of interventions for people with disability
2. Excellent communicator with strong interpersonal, advanced written and oral communication skills.
3. Excellent organisational and time management skills
4. A knowledge of the National Disability Insurance Scheme (NDIS) and an understanding of the NDIS Quality and safeguards commission
5. Experience supervising or mentoring new graduates and/or students
6. Proficient in the use of MS Office, databases and knowledge of a range of IT programs.

Capabilities and Personal Attributes

- Advocates and champions to achieve positive change
- Demonstrates commitment to social justice and social inclusion.
- Leads a culture of respectful relationships and behaviour across the organisation.
- Is truthful and ethical and leads and reinforces expected standards of behaviour at all times.
- Generates ideas and solutions and takes advantage of new and emerging opportunities
- Creates and sustains dynamic and productive relationships to maximise outcomes.

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Organisational Relationships

Supervisor	Team Leader Disability & Therapeutic Services
External Liaisons	National Disability Insurance Agency (NDIA), Local Area Coordinators, Support Coordinators, DHHS, schools, Community service agencies, supported accommodation facilities, Disability service providers, medical providers
Stakeholders	NDIS participants/nominees and families, all staff

Conditions and Remuneration

Salary	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010 with a salary range of SCHADS 6, Pay Point 1-3 with a salary range of \$88,095 to \$92,060 (pro-rata if part time) plus super and salary packaging as per government legislation.
Ordinary Hours	Ordinary hours of work will be worked between agency hours of 8am to 7pm.
Conditions	Other conditions of employment as per the Bethany Enterprise Agreement.
Travel	Travel will be required within Geelong and other office locations.
Physical Requirements	<ul style="list-style-type: none"> ▪ Sit at a computer or in meetings for extended periods Daily ▪ Work in an open plan office - Daily when COVID restrictions lifted ▪ Lifting, bending, pushing and pulling – occasional. ▪ Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation. ▪ Driving Regular ▪ Outreach home visits - Regular within Bethany COVID-19 guidelines –
Right to work in Australia	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

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Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:

Signature:

Date: