

Position Description Therapy Assistant

OT Do Vision statement:

To provide a high-quality, affordable, evidence-based occupational therapy services that are client-focused and enable participation in everyday life.

Occupational therapy is a client-centred health profession concerned with promoting health and well-being through occupation. The primary goal of occupational therapy is to enable people to participate in the activities of everyday life. Occupational therapists achieve this by working with people and communities to enhance their ability to engage in the occupations they want to, need to, or are expected to do, or by modifying the occupation or the environment to better support their occupational engagement (WFOT 2012).

Services

OT Do is a new company established to provide occupational therapy services to people that they need and want, which are delivered in their lived environment at a cost they can afford utilising third party payment options where possible. New ways of delivering services will be explored as the organisation becomes established. Initial services provided will include:

- NDIS occupational therapy assessments for persons who have received a package of care
- Assessments for persons wishing to establish their eligibility for the NDIS
- Other NDIS services e.g. behavioural interventions
- Focussed psychological strategies under the Better Access to Mental Health Program
 - Medicare rebates for patients with a Mental Health Treatment Plan (Items 80125, 80130, 80135 and 80140 – Individual Focussed Psychological Strategies services provided by an eligible occupational therapist & Item 80145 – Group Focussed Psychological Strategies Services provided by an eligible occupational therapist)
- Occupational therapy services funded by Medicare for patients with chronic conditions and complex care needs via a GP Management Plan and Team Care Arrangement (Items 10950 – 10970)
- Occupational therapy treatment or counselling/education to help persons holding a DVA white or gold card maximise physical, psychological, social and vocational abilities that have been disrupted because of accident or illness or congenital conditions. Treatment may include the prescription of appropriate rehabilitation aids.
- Sensory interventions both individual and group
- All occupational therapy interventions will be available via self-funded payment/ health insurance extras cover
- Training of other health professionals, particularly, occupational therapists
- Occupational therapy student supervision
- Participation in research projects
- Development of innovative, cost-effective approaches to delivering well-established and emerging interventions
- Occupational therapy assessments and interventions including equipment prescription via Home Age Care Packages
- Carer training

Business location:

- Clients will mainly be drawn from the Southside of Brisbane and the Gold Coast, but Staff may be required to travel to other areas
- Staff will work from home, clients will be seen in their own homes and in the community in coffee shops, libraries etc.

Names of owners:

Occupational Therapists Do (OT Do)- Private Company Limited by Guarantee.

Founding and current directors are:

Cathy Hill

Felicity Fay

Therapist Assistant Responsibilities

Qualifications/Experience

- Certificate III in Allied Health Assistance (or equivalent) certificates / qualifications or Progression towards completion would be highly desirable OR
- Completion of at least 1 semester of a therapy (OT/PT/ST), or social work degree or completion of 2 semesters of a psychology degree OR
- Demonstrated knowledge and experience in a similar role
- Highly developed organisational skills including the ability to manage and coordinate a range of tasks and competing priorities, and to meet deadlines with limited supervision

Practical Requirements

- Current C Class Drivers Licence (QLD) – essential
- Immunisation requirements – It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases: measles, mumps, rubella, varicella, hepatitis B, hepatitis A and pertussis (whooping cough) during their employment
- Current CPR and First Aid Certificate
- Employment cannot begin until a Yellow Card is issued
- Willingness to work casual hours as required, including weekends.

Position Summary

The position is responsible for providing a high standard of clinical and program support to clinical staff.

Duty Statement and Key Responsibilities

- The person in this position will work under the direction of clinical staff to implement treatment plans with NDIS participants. This will include direct and indirect services to our clients.

Administration

- Use Office 365 effectively to maintain client and administrative records
- Provide general administration support to the Allied Health clinical team including, photocopying, compilation of clinical and program materials folders and preparation for program activities

Self-Management and Team Contribution

- Maintain confidentiality as per the signed confidentiality agreement
- Comply with OT Do Policies and Procedures including workplace health and safety procedures and contribute to a safe and healthy work environment
- Engage in reflective supervision, performance review and commit to self-development to maintain professional competencies
- Contribute to process improvement for OT Do

Foster Linkages

- Foster productive working relationships with all OT Do staff in the delivery of seamless client services
- Network and work collaboratively with wide range of community members, families/carers and organisations as directed by clinical staff

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence, training and scope of practice.