

Position Description Senior Occupational Therapist



POSITION TITLE: Senior Occupational Therapist	DEPARTMENT: KU Starting Points Allied Health Team	DATE: June 2020
REPORTS TO: Manager Early Childhood Intervention	POSITIONS REPORTING TO THIS ONE: Occupational therapists	
ORGANISATION CONTEXT KU Children's Services (KU) is a leading not for profit provider of nearly 140 early childhood education and care services in NSW, VIC, the ACT and QLD. Established in 1895, KU is one of Australia's most experienced and respected providers of long day care, preschool, outside school hours care, occasional care, family programs and early intervention services. KU also operates brokered programs on behalf of the Commonwealth Government and provides professional services to the early childhood sector and the wider community.		
PURPOSE OF THE POSITION The KU Starting Points Allied Health Team works with participants in the National Disability Insurance Scheme (NDIS) or fee for service clients, to provide support to families with children with developmental delay or disability to access services to support their child's development and inclusion in the community. KU provides Key Worker, Occupational Therapy services in a number of regions in the Sydney Metropolitan area. The role of the Senior Occupational Therapist is to work with the Key Workers and provide occupational therapy services clinical supervision and best practice approaches to service delivery as well as the day to day management of the occupational therapists employed by KU Children's Services.		
NATURE AND SCOPE OF THE POSITION Major Role <ul style="list-style-type: none"> ▶ Work as a Senior staff member in a transdisciplinary team providing support to families of children aged 0-12 years with developmental disability or delay, to access services that support the child's development and inclusion in the community. ▶ Provide specialist advice in relation to the motor planning and sensory integration needs of children in the Program to other Key Workers, the child's family and the child's educators. ▶ Provide occupational therapy assessments, sensory profiles and therapy, as needed, to children accessing the service. ▶ Assist Manager of Early Childhood Intervention in the employment of new members of the allied health team as required. 		

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- ▶ Provide timely supervision for KU Occupational Therapists.
- ▶ Ensure that the policies of KU, and the NDIA are implemented in providing appropriate care.
- ▶ Ensure service delivery compliance within the NDIS Quality and Safeguards Framework.
- ▶ In conjunction with Manager Early Childhood Intervention oversee Occupational Therapy waiting list and ensure families are provided timely Therapy services.

DECISION MAKING

The position reports to the Manager Early Childhood Intervention and requires ongoing consultation with families and other members of the transdisciplinary team. This will ensure that any recommended decisions are well informed and based on demonstrated need and a best practice approach.

INTERNAL AND EXTERNAL RELATIONSHIPS

1. Work collaboratively with all members of the Allied Health team.
2. Manage and maintain timely supervision with KU Occupational Therapists.
3. Develop positive and trusting relationships with families, to ensure effective collaboration in working to achieve each family's goals in a realistic timeframe.
4. Develop and maintain relationships with external services such as Early Intervention Providers, other allied health professionals and mainstream educational and community services.

KEY ACCOUNTABILITIES

General Responsibilities

1. Act as a senior team member on the program supporting the transdisciplinary team.
2. Act as a main point of contact and support for families in the program. Arrange access to services to support the child's development and inclusion in the mainstream community.
3. Provide occupational therapy services to children enrolled in the program.
4. Increase the capacity of families, other key workers and educators to support the development of motor planning and sensory integration of children enrolled in the program.
5. Be conversant with the policies and procedures of KU, the National Disability Insurance Agency (NDIA), the Department of Education and other agencies or programs as required.

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Specific Responsibilities

Administration

1. Complete initial assessments, review assessments and progress reports as necessary, and share these reports with the child's family, educators, other program staff and other professionals involved in the child's care.
2. Maintain records in accordance with accountability guidelines complying with KU and the NDIA policies and procedures.
3. Ensure all Occupational Therapists are maintaining client records and fulfilling administrative tasks as required to comply with all regulatory requirements.

Caseload

1. Assess the motor planning and sensory integration needs of children referred to you through the program and provide diagnoses where appropriate.
2. Develop individualised occupational therapy intervention plans and programs for children diagnosed with motor planning or sensory integration difficulties in consultation with the child's family, educators and Program staff, to be implemented across a range of environmental settings.
3. Conduct direct occupational therapy intervention for children diagnosed with motor planning or sensory integration difficulties in an inclusive fashion and in consultation with the child's family, educators and Program staff, within the child's home, child's educational setting and/or other community setting as appropriate.
4. Closely monitor progress and implement modifications to occupational therapy intervention plans and programs in consultation with the child's family, educators and Program staff, in response to the changing needs of the child.

Staff

1. Develop the knowledge and confidence of program staff in using motor communication and/or sensory integration support strategies to support the development of children involved in the program, under the key worker model.
2. Liaise with program staff regarding the strengths, needs and progress of children receiving occupational therapy services, and suggest strategies and activities that will assist staff in addressing the specific occupational therapy objectives of these children.
3. Provide program staff with resources and training relating to occupational therapy topics, as requested and or required
4. Provide timely supervision for all occupational therapists employed by KU.

Family/Community

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1. Support families to achieve the aspirations they have for their children through identifying, planning and evaluating the steps involved in achieving those dreams.
2. Develop the confidence of families in using motor planning and sensory integration strategies to support the development of their child within the natural environment.
3. Provide families with resources and training relating to occupational therapy topics, as requested and or required.
4. Respect the cultural and linguistic diversity of families of children enrolled in the program.
5. Liaise with other professionals and agencies involved with the child, to ensure that the child's sensory and motor development is consistently supported across the other environmental settings the child attends.
6. Refer children to other professionals where necessary, in consultation with the child's family, educators, and other Program staff.

Professional

1. Keep up to date with current developments in the occupational therapy and disability fields.
2. Maintain confidentiality and adhere to the Early Childhood Australia Code of Ethics and the Occupational Therapy Board of Australia Code of Conduct.
3. Develop professional goals in consultation with the Manager Early Childhood Intervention, and review and modify these goals on an ongoing basis.

Other Responsibilities

1. Be accountable for the implementation of funded services.
2. Carry out further duties as requested from time to time by the Manager Early Childhood Intervention.

Employee Wellness and Safety

1. Take reasonable care for your health, safety and wellness.
2. Take reasonable care to ensure your acts or omissions do not adversely affect the health, safety and wellness of others.
3. Promptly report all hazards, incidents and injuries.
4. Contribute to consultative arrangements in the workplace.
5. Comply with any reasonable instruction given for the purpose of ensuring health, safety and wellness at work.

EXPERIENCE, KNOWLEDGE AND SKILLS

- ▶ Degree in Occupational Therapy

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- ▶ Registration with the Occupational Therapy Board of Australia