



JOB DESCRIPTION

Position:	Occupational Therapist
Department/Business:	Can:Do 4Kids
Responsible to:	Can:Do 4Kids Client Services Manager
Award and Level:	Reference to the Health Professionals & Support Services Award Health Professionals – Level 2
EA Classification:	HP-2

Position Objectives:

Occupational Therapists are part of a multi-disciplinary clinical team that supports a family-centred practice model. They will work cooperatively with appropriate external service providers in order to maximise the outcomes for each child and family.

Special Requirements:

Essential

- Relevant tertiary qualification;
- Active Practising status with the Australian Health Practitioner Regulation Agency (AHPRA);
- Have a theoretical understanding and commitment to working within an environment which includes family centred practice, building family capacity and working towards functional goals;
- Demonstrate a commitment to professional development and growth;
- Must be willing to work flexibly, across programs and teams, when the need arises;
- Must be willing to work out of hours including on call, evenings & weekends as required;
- Current South Australian Driver's License required;
- Access to own vehicle with appropriate insurance when Can:Do 4Kids vehicles are not available;
- Must hold and maintain a satisfactory and current Child Related DCSI Screening Unit check;
- Must hold and maintain Reporting Abuse and Neglect – Early Childhood Protection Training;
- Must be prepared to undertake any compulsory training.

Responsibilities and Duties:

1. Service provision

- 1.1. Provide high quality state-wide Occupational Therapy services to clients, some with complex needs requiring supports from senior members of the profession.
- 1.2. Understand principals of Early Intervention.
- 1.3. Manage a caseload allocated based on clinical knowledge and expertise including complex and joint clients.
- 1.4. Highly developed oral and written communication skills with internal and external stakeholders with some support in more complex cases.

- 1.5. Consult with others when selecting and implementing therapy programs for complex cases.
- 1.6. Select and uses summative and informative assessments and for the planning and implementation of intervention strategies to meet individual client goals with some support for complex cases.
- 1.7. Work in collaboration with clients, families and relevant others to set short and long term SMART goals.
- 1.8. Provide written assessment reports, including comprehensive recommendations, when necessary and report o outcomes.
- 1.9. Participate in group programs in partnership with other organisational staff with a multi-disciplinary and transdisciplinary focus.
- 1.10. Provide consultative support to families, preschools/schools and other service providers in a variety of different locations.
- 1.11. Attend and participate in relevant meetings including Negotiated Education Plans, review and transition meetings.
- 1.12. Facilitate successful inclusion of clients and families into other Can:Do 4Kids services.
- 1.13. Has a sound knowledge of assistive technology relevant to their role.
- 1.14. Meet negotiated productivity measures.
- 1.15. Basic understanding of university student placements.

2. Provision of information for families and staff from other organisations

- 2.1. Demonstrate the principals of family centered practice and evidence for this approach.
- 2.2. Provide follow up specialised advice, support and information to families, preschools/schools and service providers.
- 2.3. Develop written information and training packages relating to the areas of vision and/or hearing impairment.
- 2.4. Deliver information through Training and Development sessions.

3. Projects

- 3.1 Be involved in projects as they occur.
- 3.2 Ensure projects are managed according to the Group Project Management Framework.

4. Promotion and representation of Can:Do 4Kids

- 4.1. Develop and maintain effective relationships with external stakeholders and strategic partners.
- 4.2. Represent Can:Do 4Kids in relevant external meetings.

5. Work as an integral staff member of Can:Do 4Kids

- 5.1. Promote a positive reputation for Can:Do 4Kids.
- 5.2. Provide assistance to the Corporate and Community Relations (CCR) Team for operational activities such as media requirements, newsletters, grant development, Can:Do Group (CDG) marketing and promotion, and communication outlets.
- 5.3. Contribute to the promotion of services to consumers and other agencies.
- 5.4. Complete reports and data on all services and be accountable at all times for work practices, ensuring effective records management with support from senior member for complex cases.
- 5.5. Plan and run clinical team meetings when appropriate to ensure cross-communication between teams and collaboration.
- 5.6. Refer families to appropriate supports across the CDG as appropriate for the family.

- 5.7. Attend and participate in all required meetings.
 - 5.8. Seek professional development and share learnings with colleagues.
 - 5.9. Ensure adherence to organisational policies, procedures and work practices.
 - 5.10. Have knowledge of the Disability Service Standards in order to support a positive and productive working style and methodology.
 - 5.11. Share information and knowledge with other staff.
 - 5.12. Operate in accordance with Can:Do 4Kids quality assurance framework.
- 6. Comply with statutory and organisational requirements with regards to Work Health and Safety and relevant disability legislation**
- 6.1. Observe all Work Health and Safety policies, follow directions and report all Work Health and Safety matters to the relevant personnel.
 - 6.2. Take reasonable care to: protect one's own health and safety at work, avoid adversely affecting the health or safety of any other staff members or individuals through any act or omission at work.
 - 6.3. Exercise a "duty of care" in providing services to individuals.
 - 6.4. Support a non-smoking working environment.
- 7. Support and uphold the Vision and Mission of Can:Do 4Kids**
- 8. Carry out other duties as requested by and negotiated with the Manager/Clinical Leads**

Personal Specifications:

1. Experience

- 1.1. Provision of Occupational Therapy services with early intervention and/or youth aged clients.
- 1.2. Minimum 3 years experience.
- 1.3. Working with children and young people across a range of diagnoses.
- 1.4. Working within/or theoretical knowledge of working across a multi-disciplinary team.
- 1.5. Evidence of ongoing professional development by keeping abreast of current literature and research and attending relevant conferences and/or workshops.
- 1.6. Experience in liaising with other professionals in the health/disability sector.

2. Knowledge

- 2.1. Appropriate qualifications in Occupational Therapy.
- 2.2. Knowledge of sensory impairments desirable.
- 2.3. Knowledge of the National and State Disability Services Act, Disability Discrimination Act, and any other relevant legislation and its implications for service provision.
- 2.4. Understanding of and commitment to the principles and practice of family-centred practice.
- 2.5. Knowledge of National Disability Insurance Scheme (NDIS).
- 2.6. Ability to work in the Microsoft Windows environment.

3. Personal abilities

- 3.1. Encourage and sustain a cooperative work environment:
 - 3.1.1. Ability to inspire and motivate others.
 - 3.1.2. Ability to be self-directed and work under pressure.
 - 3.1.3. Ability to work as part of a team.
 - 3.1.4. Flexibility and creativity.
 - 3.1.5. Develop, foster and model productive working relationships with Can:Do Group staff and organisation.
 - 3.1.6. Contribute positively to organisational management, and support operations towards the achievement of organisational goals.
 - 3.1.7. A commitment to working in collaboration with individuals and families.
 - 3.1.8. A commitment to working collaboratively with other human service and disability agencies.
 - 3.1.9. Question, challenge and improve current practice and organisational functioning.
 - 3.1.10. Support and work with people with diverse backgrounds, value systems, cultural differences and special needs.
- 3.2. Flexibility in dealing with client issues and receptiveness to innovations.
- 3.3. Utilise high levels of report writing skills, oral communication, negotiation and conflict management skills.
- 3.4. Honesty, integrity and reliability.

