NDIS Access Occupational Therapist

status	Part Time, Fixed term (TP)
FTE	0.4
network	Services
agreement	Allied Health Professionals(Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026
classification	Grade 2
reports to	Discipline Lead – Occupational Therapy, Emily Cheetham

about us	cohealth is a not-for-profit community health organisation. We provide health and support services in Melbourne's CBD, northern and western suburbs, and on the East Coast of Tasmania. Our work is guided by our Strategy 2025–2035, a bold pathway toward our vision of healthy communities, healthy people.
what we do	We partner with communities to improve health and wellbeing and address health and social inequality. Our aspiration is for healthier communities where everyone – regardless of background or geography – can access quality care and experience better health and social outcomes.
our organisation	cohealth is driven by a 10-year strategy shaped by over 900 coworkers, clients, community members, and partners. We aim to be the exemplar of place-based, integrated, person-centred care that empowers individuals and communities across Australia. To achieve this, we are focused on three strategic objectives: • Demonstrating the value of the cohealth model • Enhancing the sustainability and resilience of our organisation • Scaling our impact Our work is underpinned by five key enablers: people and culture, community connection, partnerships, ways of working, and infrastructure.
our people	People who work at cohealth are passionate about social justice and committed to delivering high quality health care and promoting and protecting human rights.
diversity and inclusion	We want people of all ages, gender identities, sexualities, cultural backgrounds, and abilities to feel safe to bring their whole selves to

cohealth. We are a Rainbow Tick Accredited organisation with over 20% of our staff from the LGBTQIA+ community. To find out more about us click here

network overview

Services Network

Our vision is for healthy communities and healthy people. We do this by providing care for individuals, community, and society, improving the health and wellbeing of the communities we serve, and addressing inequality in society.
We champion universal health care and human rights and strive for health and social equity. This is what we mean when we say care for all. Care for all is achieved when all people have access to the full range of health services they need, when and where they need them, and without financial hardship.
cohealth's services network delivers strong, people-centred primary and community health care that prioritises individuals and communities experiencing inequality. Our services focus not only on preventing and treating disease and illness, but also on helping to improve wellbeing and quality of life.

position overview and purpose

The National Disability Insurance Scheme (NDIS) Occupational Therapy is responsible for a targeted, HACC-PYP funded service to provide functional capacity assessments to people aged 18 years and above with permanent disabilities. These reports will incorporate medical and other supporting information provided by the client and/or their referrer to contribute towards NDIS access applications. The Occupational Therapist will provide evidence-based assessment and recommendations which must meet the NDIS Guidelines.

This is not a case management role however liaison with external organisations for comprehensive and effective follow-up for consumers is a key part of the role.

This position can be based at Collingwood, Fitzroy, Kensington, Niddrie or Braybrook.

key accountabilities

direct care services	• Provide evidence based, client centred and flexible Occupational Therapy service to clients or groups of clients including people from marginalised, vulnerable and CALD backgrounds to support NDIS access. • Provide timely services in line with agreed daily targets • Provide holistic, trauma informed assessment to identify functional impairments. • Provide a comprehensive Functional Capacity Assessment Reports, using International Classification (ICF) language and recommendations appropriate for NDIS or other services to provide. • Incorporate health education into direct care contacts using health literacy principles and referrals to appropriate supports. • Perform other duties consistent with the aims and objectives of cohealth as directed by the Discipline Lead - Occupational Therapy • Establish and maintain effective working relationships with the multidisciplinary team and stakeholders to ensure comprehensive and effective client management and service delivery
administrative responsibilities	• Maintain and complete client files and statistical/program records in keeping with the organisation's policy and funding requirements • Have appropriate knowledge of both HACC-PYP and NDIS funding agreements underpinning their role and be accountable to meeting those requirements
team & policy development	• Adhere to relevant policies • Professional conduct in the execution of all duties by regulating own behaviour and understanding organisational structure and culture • Establish and maintain effective working relationships with stakeholders and regularly participate in team and organisational activities
culture and teamwork	• Champion cohealth's culture to promote teamwork, employee development and empowerment in order to foster a culture of high performance and a workforce which demonstrates behaviours consistent with cohealth's values
quality and continuous improvement	• Participate in quality improvement activities for service improvement for NDIS Access OT. • Contribute to the principles of continuous improvement as contained in cohealth's quality system and ensure compliance with cohealth policies/procedures • Contribute to the implementation and improvement of the quality systems within cohealth, in particular the Services Network, and ensure compliance with documented procedures and processes

health & safety compliance	• Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers) • Maintain awareness of and compliance with health and safety policies and procedures to maintain a safe working environment • Take corrective action to remedy safety hazards or risks and restore a safe working environment

key selection criteria

- Excellence in the delivery of community based Occupational Therapy services and demonstrated ability to work effectively across a multidisciplinary service and with marginalised clients and those who have complex needs including CALD groups
- Demonstrate a strong understanding of NDIS access requirements with effective assessment and report writing to support client access applications for physical, psychosocial, intellectual and neurological disabilities.
- Demonstrate excellent understanding of NDIS language, inclusions, exclusions and processes to ensure recommendations are realistic and achievable.
- Highly developed communication and interpersonal skills with clients, stakeholders and colleagues.
- Demonstrate clinical reflection skill utilisation and translation of knowledge to inform clinical care
- Ability to strengthen key agency partnerships
- Demonstrated capacity to manage competing priorities and to deliver high quality outcomes
- Understand budget parameters and where possible present possible strategies for improvement
- Be competent with computer systems and other technology relevant to the position.
- Demonstrated understanding and commitment to the principles of community health and principles of chronic disease management and health literacy
- Commitment to professional development and quality improvement
- Demonstrates commitment to supporting development or supervision of Allied Health Assistants.
- A current Drivers Licence

position requirements

- 4 years minimum experience as an Occupational Therapist
- 2+ years experience working for an NDIS provider preferred
- Tertiary qualification in Occupational Therapy
- Registered with Australian Health Practitioner Regulation Agency (AHPRA)
- Working with Children's Check (WWCC)
- Nationally Coordinated Criminal History Check (NCCHC)

- Victorian Driver's License
- Immunisation Category B to be produced for sighting upon request

Cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

document No:	
owner:	Emily Cheetham, Discipline Lead – Occupational Therapy
review date:	24/12/2027
approved by:	Robyn Wilmshurst