

POSITION: **Occupational Therapist**

RESPONSIBLE TO: General Manager Capacity Building

DIRECT REPORTS: • Nil

OTHER KEY RELATIONSHIPS:

- Allied Health Practitioners
- Practice Manager Capacity Building
- Customers and their families/stakeholders
- Support Workers
- Service Managers
- Customer Connect
- Equipment Solutions
- Other key Cootharinga personnel
- Other disability and community service providers
- Medical personnel
- Other (potential) purchaser/funder agencies, including:
 - NDIA
 - Office of the Public Trustee
 - Office of Public Guardian

JOB PURPOSE: To provide high quality evidence based Occupational Therapy services within the North Queensland region.

To positively engage with customers and their families in day to day operations.

To engage within a multidisciplinary team.

ROLES & RESPONSIBILITIES: *Occupational Therapist*

Evidence Based Practice

1. Utilises evidence-based practice to apply knowledge and skills that contribute to discipline specific or multidisciplinary clinical decisions (with regular clinical supervision) for all customers, which includes:

a. Completion of suitable assessments:

- i. if appropriate or required/requested (dependent on client need and with consideration for most suitable context);
- ii. equipment prescription as needed (including research, trials, applications and/or reporting);
- iii. recommendations for major and minor home modifications, if needed (including research, applications, and/or reporting);

b. Setting the stage for therapy:

- i. communicating assessment results clearly and precisely within appropriate time frames;
- ii. supporting clients to decide on therapy regime, dependent on need and with consideration for available funding;
- iii. providing clients with all available options / solutions that are available to them to ensure ethical care is being practiced

c. Delivery:

- i. to establish efficient strategies with customers and various stakeholders.
- ii. to deliver customer centred practices/interventions.

Relationships

2. To provide exceptional customer service to your key customer group.
3. Engage in positive promotion of Cootharinga's services in all interactions with customers, their families, friends, advocates, members of the community and organisations to ensure our support assists the customer to live the life they want and meet their goals and objectives.

4. To develop and maintain close working relationships with other members of your team and the wider Cootharinga staff group.
5. To support the development of positive relationships across external services within the region.
6. Ensure respectful, positive and genuine actions in all relationships.

Team Development

7. Applies high level evidence and judgement when participating in team meetings and in the broader Cootharinga team meetings.
8. Actively participates when and where required across all areas of Cootharinga to keep abreast of all current initiatives and services within Cootharinga and to ensure that accurate information is always delivered to customers on the services and programs that Cootharinga provides.

Documentation

9. To ensure accurate and timely completion of clinical notes, reports, correspondence and any other required documentation.
10. Ensure timely and accurate updating of information in all business systems.

General

11. Actively manage your performance against agreed budgets and Key Performance Indicators.
12. Ensure services are provided so as to adhere to relevant industry legislation and standards.
13. Undertake other roles and responsibilities as assigned, and deemed appropriate by the General Manager, to meet business and service delivery requirements that fit within both your direct and transferrable skills and experience.
14. Ensure continued professional development that is up to date and relevant.
15. To undertake duties and act in according with organisational Workplace Health and Safety requirements
16. Comply with Cootharinga Policy, Procedures and Values.

KEY RESULT AREAS:

1. Ensure the customer's needs, goals and objectives are being met within established parameters.
2. Promote and achieve strong relationships with Cootharinga staff, customers and family members and within the community.
3. Promote ongoing business improvement and processes that align with current business and legislative practices.
4. Ensure service delivery targets agreed to are met, to ensure commercial viability.
5. You will be required to enter into an annual *Developing High Performance – Performance Agreement*, which will outline specific performance indicators, targets and stretch targets and learning outcomes relevant to our business environment.

GENERAL PROVISIONS:

1. It may be necessary for the Occupational Therapist to work outside standard hours and perform work as required. Some travel throughout Queensland, particularly North Queensland may be required from time to time.
2. You will be expected to work independently/autonomously, at times, and also as a contributing member of a team.
3. In consultation with you, Cootharinga North Queensland may alter the duties of this position by 25% to meet business and service delivery requirements without a requirement for job redesign.

SELECTION CRITERIA

ESSENTIAL:

1. Bachelor of Occupational Therapy.
2. Current registration with Australian Health Practitioners Regulation Agency (AHPRA)
3. Demonstrated ability to work autonomously.
4. Demonstrated ability or experience working within a team environment.
5. Experience in independently managing caseloads, with consideration for complex family scenarios (e.g. socio-economic status, low literacy, family dynamics, etc)
6. Ability to manage business performance and achieve targets whilst operating within agreed budgets.
7. Proven excellence in verbal and written communication, and highly developed interpersonal skills in effectively working with a wide range of people.
8. Ability to implement procedures and practices in accordance with organisational policy within a changing environment.
9. Current 'C' Class Driver Licence acceptable under Queensland Legislation.
10. Current Senior First Aid Certificate and CPR.
11. Must hold or have the ability to obtain all necessary licensing, checks and qualifications relevant to the industries that we operate in.

DESIRABLE:

12. Industry experience
13. Experience with the National Disability Insurance Scheme, Aged Care Funding and other Government funding streams; and advocacy or support agencies such as Office of the Public Guardian, etc.