

## POSITION DESCRIPTION

<b>Position Title: Occupational Therapist</b>	<b>Approval Date: 28 January 2021</b>
<b>Authorised By: Director</b>	<b>Review Date: January 2023</b>

### Company Overview

Blossom Therapy Services is a rapidly growing mobile allied health service supporting families with children with developmental delays and disabilities from newborns to early secondary years. We service families in North East Melbourne areas such as Epping, Wollert, Mernda, Doreen, Craigieburn, Thomastown and Lalor. We provide quality, professional, responsive therapy support including speech pathology and occupational therapy.

### Our Social Responsibilities

We use our partnership with parents to support them to raise their children into independent and responsible adults. We do so by encouraging and supporting whole person development with a strong focus on social, emotional and adaptive behaviour development, which are fundamental for their mental wellbeing, learning and development.

### Mission

We work to improve participation and independence of children with additional needs and empower their families to be active members of the community.

### Vision

- We work in partnership with families and children to achieve their goals and aspirations.
- We share knowledge, information and skills with families and children to support and empower them to learn, grow and advocate for their children and make informed choices.
- We work in the community to promote the learning and development of children to reduce the need for specialist support.
- We grow and sustain the team by nurturing new graduate therapists, growing and challenging experienced therapists and treating everyone the way we wanted to be treated.

### Core Values

Honesty – we always tell the truth

Integrity – we always keep the deal

Respect – everyone is important

Responsible – we are accountable for our choices

Connection – we connect

Growth – we grow our staff, clients, company, community

Function – we are useful

Quality – we excel in our work

We expect all employees to use their capabilities and behave in line with our social responsibilities, mission, vision and values and the responsibility of the position.

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<b>Job Purpose</b>	Plan and deliver effective occupational therapy support for children with a disability that: improves outcomes; identifies needs; reflects and respects client priorities; build on strengths; meets quality service standards and adheres to contractual obligations.
<b>Key Duties and Responsibilities</b>	
<b>Clinical Duties</b>	<ul style="list-style-type: none"> <li>• Deliver occupational therapy services to paediatric clients using evidence based best practice and utilising the therapy delivery models nominated by families (including but not limited to keyworker and transdisciplinary models).</li> <li>• Administer occupational therapy screening and assessment using appropriate processes and tools.</li> <li>• Work in a way that optimises the inclusion of individuals and their families in their community and develops the capacity of communities to be inclusive of people with disabilities.</li> <li>• Support clients to advocate for themselves and, where required, assist them to identify their support networks and access community resources.</li> <li>• Provide your support to paediatric clients through a range of service delivery modes including face to face, group programs and telehealth in environments including home, community and clinic.</li> <li>• Provide information and support to parents and caregivers of children receiving occupational therapy services.</li> <li>• Liaise with other agencies and professionals involved in the management and care of children receiving speech pathology services.</li> <li>• Provide NDIS plan review reports outlining the outcomes and success indicators within the agreed reporting timelines.</li> <li>• Facilitate parent and carer training sessions.</li> <li>• Develop, implement and evaluate group programs.</li> <li>• Seek and provide consultancy support within the therapy team</li> <li>• When assigned, supervise and train assistants, volunteers and students, ensuring professional, clinical, ethical, and safety standards.</li> </ul>
<b>Documentation</b>	<ul style="list-style-type: none"> <li>• Ensure case notes and other client information is recorded according to service standards and practice.</li> <li>• Maintain accurate records of hours of support provided to substantiate NDIS claiming.</li> <li>• Maintain client records, including recording contacts and correspondence according to policies and procedures.</li> <li>• Maintain and keep other records according to policies and procedures.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Other duties as required to achieve position specific or organisation goals.</li> <li>• Contribute to blogs and newsletters.</li> <li>• Share the responsibility to maintain (virtual) environments as work ready, (clean) orderly, well-resourced, safe and friendly atmosphere for clients and colleagues.</li> </ul>

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<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Engage in team building and growth activities such as team meetings and program planning and improvement activities.</li> <li>Undertake continuing professional development (CPD) to meet the requirements of APHRA</li> <li>Participate in mandatory trainings.</li> </ul>
<b>Continuing Improvements</b>	<ul style="list-style-type: none"> <li>Proactively identify and implement continuous improvement initiatives.</li> <li>Collate and record feedback from clients.</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>Ensure client confidentiality in all situations</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>Ensure that all policies, procedures and safe work practices are followed at all times and adhere to all OHS legislative requirements.</li> <li>Set a personal example in taking initiative to address or raise any concerns you have about our actions or lack of actions to ensure the safety for yourself, colleagues, clients and the community.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li> <li>Adhere and adapt standards of performance, policies and procedures.</li> <li>Comply with NDIS Code of Conduct and the Code of Conduct of APHRA.</li> </ul>
<b>Attendance Punctuality</b>	<ul style="list-style-type: none"> <li>Demonstrate professionalism by being punctual and dependable for assigned/confirmed shifts and be presented appropriately</li> </ul>
<b>Personal Specification</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>A passion for, and understanding of person-centred, evidence-based practice</li> <li>Capacity and willingness to learn with a commitment to personal and professional improvement</li> <li>Takes ownership of tasks responsibility for actions and commitments and follows through on these</li> <li>Works autonomously and effectively within a (mobile) team</li> <li>A desire to help improve quality of life for children with disabilities and their families</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Experience in working with people with disability and their families</li> <li>Experience working with children with complex communication needs (e.g. ASD, Down syndrome, intellectual disability)</li> <li>Experience in early intervention or school setting</li> <li>Knowledge or experience working in a private practice</li> <li>Previous experience delivering mobile therapy services</li> <li>Transdisciplinary team experience</li> <li>Capacity to work after school hours and Saturdays</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>Bachelor of Occupational Therapy</li> <li>Current registration with Australian Health Practitioners' Regulation Authority (APHRA)</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Computer savvy, proficient with Windows operating system, Microsoft Office, Word, Outlook and database management systems</li> <li>Excellent interpersonal, written and verbal communication skills</li> <li>Interact with clients efficiently, responsively and with empathy and compassion so clients are and feel heard</li> <li>Flexible and adapts easily to changing circumstances</li> </ul>

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	<ul style="list-style-type: none"> <li>• Excellent organisation, time management and prioritising skills with demonstrated ability to meet targets and deadlines in a dynamic and growing environment</li> <li>• Shows independence and initiative in identifying problems and solving them</li> </ul>
<b>Key Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification (degree or equivalent) in Occupational Therapy, current registration with AHPRA and meeting AHPRA's continuing professional development requirements.</li> <li>• Ability to develop, implement and evaluate best practice in early childhood intervention and occupational therapy programs</li> <li>• Demonstrated commitment to Blossom values and mission, and capacity to engage in the enhancement of Blossom culture in meeting organisational objectives.</li> <li>• 'Can do' attitude with ability to think ahead to take initiative, work independently and solve problems</li> <li>• Excellent organisation, time management and prioritising skills and thrives in a dynamic environment.</li> <li>• Reliable, trustworthy, dedicated and committed work attitude.</li> <li>• Maintains a calm, sensitive, welcoming, respectful, and professional manner with all stakeholders.</li> </ul>
<b>KPIs/Performance Goals</b>	<ul style="list-style-type: none"> <li>• Meet service delivery targets as reasonably expected within the role</li> <li>• Maintain accurate client records in a timely manner as per Blossom policy</li> <li>• Meet administration procedures required for funding</li> <li>• Meet professional development goals developed in consultation with your manager</li> </ul>
<b>Reports to</b>	Practice Manager/Director
<b>Award</b>	Health Professionals and Support Services Award 2020 Health Professional Employee Level 1 – Level 2
<b>Terms and Conditions</b>	Status: Part-time/Full time Terms: Permanent/Casual FTE: Negotiable Working Days: Negotiable Location: Mobile with the prospect of future clinic in Epping or surrounding suburbs

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### Mandatory requirements for Blossom Therapy Services Occupational Therapist role:

- Current professional indemnity insurance policy with minimum coverage of \$10 million
- Current Drivers Licence and reliable vehicle
- Current registration with AHPRA
- Registered or an eligibility and willingness to be registered for Medicare Benefits Schedule/Private Health Insurance registration as a service provider at Blossom.
- Meet legislative responsibilities and comply with organisational policies and procedures.
- Meet the NDIS Worker Screening Check requirements which includes Working with Children Check, police check, Disability Workers Exclusion Scheme clearance and 100 points of ID, Right to Work in Australia
- Meet all NDIS mandatory worker requirements
- Agreement to register in the Victorian Disability Worker Scheme
- A probationary period of 6 months applies unless otherwise stipulated.
- All staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.
- Blossom has a zero tolerance to bullying and harassment behaviour.

### ACKNOWLEDGEMENT

I, \_\_\_\_\_, have read and accept the Position Description as stated above. I acknowledge the description of the position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. I understand that a review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

Employee Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_