



Talking Matters

www.talkingmatters.com.au

Position Specifications – New Graduate Occupational Therapist

Job Title:	Occupational Therapist	Practice open hours:	Mon to Fri 8am – 6.15pm Saturday 8am - 3pm
Business Type:	Allied health private practice	Regular hours	10 days per fortnight, 76 hours per fortnight within practice hours
Location:	Elizabeth Downs, Adelaide SA	Travel Required:	Yes
Level/Salary Range:	AHP Level 1	Annual leave:	4 weeks per year (over Xmas closure and by negotiation)
HR Contact:	Business Manager	Superannuation:	As per legislation
Position Type:	Employee - Fulltime	Personal leave	10 days p.a. as per Fairwork Legislation
Reporting, working relationships	The occupational therapist (New Graduate) reports to the Clinical Manager of Talking Matters. Liaises with other occupational therapy staff and allied health staff where appropriate. The team member operates as a member of a multidisciplinary team and receives professional support and assistance from peers, clinical mentors and the management team.		
Special conditions	<p>Successful applicants will need to provide proof of an acceptable criminal history screening check (DCSI- Working with Children).</p> <p>Successful applicants will need to maintain current Child Safe & RAN Training</p> <p>A current driver's licence and willingness to drive is essential.</p> <p>20 million public liability and professional indemnity insurance to be maintained.</p> <p>Medicare registration</p>		
Location		Contact details	
238 Midway Road Elizabeth Downs SA 5113		Ph. (08) 8255 7137 Fax (08) 8219 0128 business@talkingmatters.com.au	
Job Description			
Job Purpose:			
<p>The new graduate occupational therapist is responsible for providing a high standard, effective and efficient clinical occupational therapy service to clients (predominantly children) within a multidisciplinary practice. The OT will demonstrate a willingness to continue development of clinical skills and competencies in related areas of occupational therapy, with the ability to self-evaluate and seek support key to this role. The incumbent will ensure that client needs are met in the appropriate settings with appropriate supports, and will follow appropriate administrative procedures to ensure efficient provision of service.</p>			
Minimum Skills/qualifications:			
<ul style="list-style-type: none"> • Bachelor or Master's degree in Occupational therapy and registration with OT Australia & AHPRA • Ongoing participation in the appropriate OT professional development program • Registration as a Medicare Provider and as a provider with health funds 			

Statement of Key Responsibilities / Duties

Provision of client services

- Provision of a high quality clinical service as negotiated (split between clinic and school based services)
- Identify needs of individuals by providing assessment and diagnostic services, using appropriate formal and informal assessment, and observation, in consultation with families and relevant agencies (e.g. schools, child care centres)
- Plan, prepare, implement, evaluate and modify intervention programs for individuals and groups, utilizing Allied Health Assistants as deemed appropriate
- Liaise with family members, professionals and agencies involved in the client’s care in a professional and timely manner
- Maintain complete and accurate documentation records, complying with established procedures and policies and professional standards as outlined by AHPRA and OT Australia.

Policy development, service planning and evaluation

- Assist in the development, implementation and monitoring of occupational therapy services
- Participate in Quality Improvement activities as required

Professional development

- Undertake self-evaluation, encouraging informal feedback from clients and acting upon it
- Undertake professional development to extend relevant professional knowledge and further develop clinical skills
- Contribute to continuing education of colleagues through peer meetings and feedback

Organisational Requirements

- Attend and actively participate at Talking Matters team meetings
- Accurately enter data into organizational systems such as calendars, accounts, electronic files etc.
- Comply with and promote work related policies and procedures relating to OHS&W, Emergency procedures, Child Safe Environments

Special conditions:

- The incumbent will provide a minimum of 4 weeks’ notice in writing to resign the position. Earlier exiting may be possible by agreement.
- Current SA Driver’s licence and own reliable transport is essential.
- Visits to homes, childcare settings, schools and other offsite work may be required
- Talking Matters is a smoke free and Child Safe workplace
- Rights and responsibilities of each party will be outlined in an employment contract

Last Updated By:	Carla Branson	Date:	28/08/17
Position accepted		Date:	

Person Specification

Essential Minimum Requirements (Those characteristics considered necessary)

Educational/Vocational Qualifications

Bachelor or Master's Degree in Occupational therapy
Registration with OT Australia and AHPRA
Participation in the appropriate OT professional development program
Personal Professional Indemnity insurance for a minimum of 20 million dollars.

Personal Abilities/Aptitudes/Skills

Well-developed written and verbal communication skills with a diversity of individuals and groups
Excellent interpersonal skills
Demonstrated ability to work independently, self-motivate and evaluate own performance, seeking support as needed
Ability to work effectively within a multidisciplinary team
Demonstrated organisational and time management skills
Accurate record keeping skills
Awareness of and willingness to institute quality improvement measures into area of practice
Commitment to ongoing Professional Development

Experience

Supervised clinical experience as a student in working with children and/or students

Knowledge

A sound knowledge base in areas of practice relevant to position including knowledge of a range of assessment and intervention options for clients with additional needs
Demonstrated ability to apply theoretical knowledge to a diverse client caseload
Working knowledge of policies relating to Occupational Health and Safety, Child Protection and Mandatory Notification

Desirable Characteristics (To distinguish between applicants who have met all essential requirements)

Experience

Previous experience in a private occupational therapy practice (may be as a student)

Knowledge

Demonstrated knowledge or principles and practical application of:

1. Augmentative and Assistive Communication technology
2. Modern technologies such as iPads and iPods/iPhones and applications for clinical practice

Educational/Vocational Qualifications

Relevant additional professional development completed
Other relevant graduate and post-graduate qualifications