



**Position Specifications – Occupational Therapist**

<b>Job Title:</b>	<b>Occupational Therapist</b>	<b>Practice open hours:</b>	Mon to Fri 8am – 6.15pm Saturday 8am - 3pm
<b>Business Type:</b>	Allied health private practice	<b>Regular hours</b>	10 days per fortnight, 76 hours per fortnight within practice hours
<b>Location:</b>	Elizabeth Downs, Adelaide SA	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	AHP Level 2	<b>Annual leave:</b>	As per Fairwork Legislation (over Xmas closure and by negotiation)
<b>HR Contact:</b>	OT Clinical Manager	<b>Superannuation:</b>	As per legislation
<b>Position Type:</b>	Employee - Fulltime	<b>Personal leave</b>	As per Fairwork Legislation
<b>Reporting, working relationships</b>	The Occupational therapist reports to the OT Clinical Manager of Talking Matters. The position provides professional support and assistance to peers and receives professional support from peers and the management team.		
<b>Special conditions</b>	Successful applicants will need to provide proof of an acceptable criminal history screening check (DCSI Working with Children check). Successful applicants will need to maintain current Child Safe & RAN Training. A current driver’s licence and willingness to drive is essential. 20 million public liability and professional indemnity insurance to be maintained. Medicare registration		
<b>Location</b> 238 Midway Road Elizabeth Downs SA 5113		<b>Contact details</b> Ph. (08) 8255 7137 Fax (08) 8219 0128 office@talkingmatters.com.au	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <p>The occupational therapist is responsible for independently providing a high standard, effective and efficient clinical occupational therapy service across a variety of service delivery modes. As well as having highly developed general caseload skills, the occupational therapist also has a specific area of specialty or focus. The occupational therapist supports more junior occupational therapy staff, engages in resource and service development, delivers professional development, and participates in community engagement.</p> <p><b>Minimum Skills/qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor or Master’s degree in occupational therapy and registration with Occupational</li> </ul>			



Therapy Australia and AHPRA

- Competence in pediatric occupational therapy service provision
- Ongoing Professional Development engagement
- Eligibility for registration as a Medicare Provider and as a provider with health funds
- Proven people and service management experience
- Demonstrated abilities to work effectively in a team environment

## Statement of Key Responsibilities / Duties

### Provision of client services

- Provide appropriate skilled clinical assessment and interventions across a range of clinical areas and service delivery modes (e.g. home, office, school, group, individual, transdisciplinary)
- Provide clinical services exercising independent professional judgement when required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaption or modification.
- Provides consultation to schools
- Work collaboratively with members of the multidisciplinary team (and external service providers) to ensure client focused approach to care
- Work with children and families through the NDIA process
- Assist in development and review of therapy resources and other educational material suitable for clients and their families
- Provide clinical services to meet key performance indicators

### Policy development, service planning and evaluation

- Identify opportunities for improvements in clinical practice, and develop and lead ongoing quality improvement activities
- Engage in development of innovative programs/ services/ referrals
- Monitor, evaluate and review the implementation of programs against set goals
- Contribute to the planning, development and evaluation of client programs and services.
- Incorporate evidence based research into clinical practice

### Professional Development

- Maintain a high standard of knowledge by participation in relevant professional development activities to meet own and service needs
- Identify training and development needs, developing, delivering and evaluating programs as required
- Contribute to continuing education of colleagues through peer meetings and feedback
- Provide education and training to other health professionals, students and others within the organisation and externally, where appropriate, on issues pertaining to occupational therapy
- Participate in the development, implementation and review of training programs for



<p>staff, families, carers and the wider community</p> <ul style="list-style-type: none"> <li>• Provide support for peers and supervision to occupational therapy students</li> </ul> <p><u>Organisational Requirements</u></p> <ul style="list-style-type: none"> <li>• Attend, lead and actively participate at Talking Matters team meetings</li> <li>• Comply with and promote work related policies and procedures relating to OHS&amp;W, Emergency procedures, Child Safe Environments</li> <li>• Actively participate in the ongoing identification, assessment, treatment and prevention of risks</li> <li>• Undertake networking and liaison with other professionals and agencies, initiating and maintaining collaborative relationships providing early childhood services to children and their families</li> <li>• Provide input into discussions regarding goals and objectives for programs and the practice</li> </ul>			
<p><b>Special conditions:</b></p> <ul style="list-style-type: none"> <li>• The incumbent will provide a minimum of 4 weeks’ notice in writing to resign the position. Earlier exiting may be possible by agreement.</li> <li>• Current SA Driver’s licence and own reliable transport is essential.</li> <li>• Visits to homes, childcare settings, schools and other offsite work may be required</li> <li>• Talking Matters is a smoke free and Child Safe workplace</li> <li>• Rights and responsibilities of each party will be outlined in an employment contract</li> </ul>			
Last Updated By:	Carla Branson	Date:	18/10/18
Position accepted		Date:	



**Person Specification**

**Essential Minimum Requirements (Those characteristics considered necessary)**

<p><b>Educational/Vocational Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor or Master’s Degree in Occupational therapy</li> <li>• Registration with OT Australia and AHPRA</li> <li>• Participation in the appropriate professional development program for occupational therapists</li> <li>• Personal Professional Indemnity insurance for a minimum of 10 million dollars.</li> </ul>
<p><b>Personal Abilities/Aptitudes/Skills</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work collaboratively</li> <li>• Demonstrated ability to deal positively with change.</li> <li>• Demonstrated higher level skills in problem solving, negotiation and conflict resolution.</li> <li>• Demonstrated verbal and written communication skills of an excellent standard.</li> <li>• Demonstrated ability to work in a team and liaise effectively with key stake holders and external service providers.</li> <li>• Dynamic and innovative approach to problem solving, time management and organisational skills</li> <li>• Demonstrated commitment to improving services and willingness to initiate and participate in quality improvement activities.</li> <li>• Demonstrated ability to provide clear professional advice to other allied health staff, based on a firm occupational therapy theoretical framework and supported by clear clinical reasoning.</li> <li>• Demonstrated ability to teach others including students and members of the wider community</li> <li>• Demonstrated commitment to ongoing Professional Development</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A minimum of 2 years of paediatric clinical experience</li> <li>• Demonstrated experience in providing a range of occupational therapy service options</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• High level knowledge base in relevant areas of practice</li> </ul>

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

<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a private occupational therapy practice with exposure to NDIA and other government funding bodies</li> <li>• Experience in quality/service improvement</li> </ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of Occupational Health and Safety requirements</li> </ul>
<p><b>Educational/Vocational Qualifications</b></p> <ol style="list-style-type: none"> <li>1. Relevant additional professional development completed</li> </ol>