

Position Title: Occupational Therapist	Entity: Indigo Australasia Inc (Indigo)
Reports to: Manager / Team Leader	No of Direct Reports: 0
Industrial Instrument / Job Level: Enterprise Agreement - Level 5-7	Primary Location: Nedlands (or other approved site)
Position Requirements	
<p>Primary Purpose</p> <p>The occupational therapist works with individuals, carers, organisations, and key partners to ensure optimal outcomes for people accessing Indigo services. The occupational therapist achieves this through providing professional and clinical advice, training, assessment, review and prescription of assistive technology, home modifications, wellness and reablement in a range of settings, to customers in aged care and/or disability sectors. This position may also provide clinical supervision and support to colleagues and students as required.</p>	
<p>Key Accountabilities/Responsibilities</p> <p><u>Health Safety Wellbeing & Environment</u></p> <ul style="list-style-type: none"> • Comply with all health, safety and hygiene policies, systems, and OH&S legislation to maintain an appropriate working environment • Ensure all incidents, accidents, injuries, hazards or property damage are reported and managed. Identify and implement safety improvements working collaboratively with the Work Health and Safety program. • Contribute to developing and nurturing a culture that supports wellbeing. <p><u>Functional – Operational and Technical</u></p> <ul style="list-style-type: none"> • Undertake collaborative, person-centred assessments that identify the individual’s functional capacity, strengths and lifestyle goals and develop a holistic, person-centred plan in partnership with the customer and their carer, as applicable. • Delivery of specialised clinical assessment and prescription of assistive technology, home or/and vehicle modifications that support individuals and their families/carers to retain/optimize functional capacity, maximise quality of life and engage with community and social activities. <p>Position Specific (ie: responsibilities dependent on position held)</p> <ul style="list-style-type: none"> • Consult with and advise customers, carers, health professionals, stakeholders and service providers on assistive technology, equipment, home modifications (including CHSP eligible clients), funding sources and resources. • Prepare professional reports and equipment funding applications with consideration to relevant standards and providing clinical reasoning and recommendations on assistive technology, home modifications and related therapy services • Assist with coordination of referrals, planning, delivery and evaluation, including scheduling and prioritising assessments, grants and applications • CHSP Home Modifications role only: Review and assess home modification applications, providing professional and clinical advice to external and internal therapists as required <p>General</p> <ul style="list-style-type: none"> • Participate in service development and product review, which may include undertaking research and projects. • Accept responsibility in maintaining and expanding skills and knowledge related to the area of practice. 	

- Coach, educate, inspire and provide clinical supervision to students as required (level 6 & 7).
- Coach, educate, inspire and provide clinical supervision and support to colleagues (level 7)
- Develop, maintain and contribute to educational materials, resources and AT product information
- Deliver presentations to various audiences, including at conferences, internal training, educational institutions, community/professional groups and other relevant stakeholders.
- Undertake other duties as assigned.

Occupational Therapist responsibilities will be commensurate with paypoint level – Level 6 & 7 involves more complex workload, caseload, stake holder engagement, KPIs, supervision and project work than entry level 5

Strategic

- Establish and maintain professional networks with service providers, health professionals, referral sources, suppliers and other stakeholders and promote Indigo services via sector, stakeholder and supplier networks.
- Contribute to, and demonstrate by example, the vision, mission and values
- Identify and implement improvement opportunities within the Group and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation
- Implement and adhere to all policy and procedural requirements of the organisation
- Collect, evaluate and report on outcome measures to ensure reporting standards are met.

People & Culture

- Participate actively, and work constructively, with colleagues in the leadership team and your Group to deliver integrated business outcomes
- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace

Administration

- Develop, document and maintain accurate and timely statistical and administrative records on relevant database and operational systems.
- Manage or/and report on performance, outcomes and functions of responsibility
- Manage resource requirements to ensure appropriate coverage within approved budget (as required)
- Participate in annual business planning and Group planning (as required)
- Manage workload and ensure delivery of services and support within timelines, agreed budgets and activity KPIs
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and ensure documentation and associated processes are maintained and accessible in appropriate formats and designated locations

Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time.

Key Relationships

Key positions or groups with whom the individual will interact to perform the work of the position.

Internal

- Executive team
- Leadership team
- All other teams in the organisation

External

- Corporate customers
- Sector peers/competitors, peak bodies
- Government representatives and departments

		<ul style="list-style-type: none"> • Consultants and advisors • Small & Medium Enterprises • Suppliers and vendors • Community care customers and families
Key Behaviours		
<p>Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies KEY competencies (6-12 key to the role) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Operational Behaviours.</p>		
Strategic Behaviours	Leadership Behaviours	Operational Behaviours
<input type="checkbox"/> Aligning Performance for Success <input type="checkbox"/> Analytical Thinking <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Building Strategic Working Relationships <input type="checkbox"/> Change Management <input checked="" type="checkbox"/> Innovation & Creativity <input type="checkbox"/> Leading through Vision & Values <input type="checkbox"/> Strategic Decision Making	<input type="checkbox"/> Adaptability <input type="checkbox"/> Building Customer Loyalty <input type="checkbox"/> Building Partnerships <input type="checkbox"/> Leading the Team – people centric <input checked="" type="checkbox"/> Coaching/developing others (Level 7) <input type="checkbox"/> Delegating Responsibility <input type="checkbox"/> Decision Making <input type="checkbox"/> Information Monitoring <input type="checkbox"/> Influencing /Negotiation <input type="checkbox"/> Managing Conflict <input type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input checked="" type="checkbox"/> Growth mindset (Level 7) <input type="checkbox"/> Agile Approach <input type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input checked="" type="checkbox"/> Applied Continuous Learning <input type="checkbox"/> Marketing & Comms <input checked="" type="checkbox"/> Build Trust/Client Liaison <input checked="" type="checkbox"/> Communication <input checked="" type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input type="checkbox"/> Formal Presentation <input type="checkbox"/> Gaining Commitment <input type="checkbox"/> Legislative & Industry Standards <input checked="" type="checkbox"/> Organisation & Self -Management <input checked="" type="checkbox"/> Quality & Work Standards (including clinical or/ and technical) <input checked="" type="checkbox"/> Results Focused (person-centred) <input checked="" type="checkbox"/> Safety & Environmental Excellence <input checked="" type="checkbox"/> Teamwork <input type="checkbox"/> Tenacity
General Assessed		
Impact	Technical / Professional Knowledge	Job Fit
		Organisational Fit
Work Related Requirements		
<p>Knowledge & Skills (Social, Personal & Technical) & Equipment</p> <p><i>The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position</i></p> <ul style="list-style-type: none"> • Understanding of the needs of a diverse range of individuals across all age spans and abilities, particularly in the areas of assistive technology, home modifications and wellness and reablement in a range of settings. • OTDA specific roles only – Understanding of the needs of a diverse range of individuals across all age spans and abilities in the area of vehicle modifications • Demonstrated clinical ability in assistive technology and home modification's assessment and prescription exercising sound judgement • Sound report writing skills using evidence-based practice to develop and implement person-centred solutions and AT product information and recommendations 		

- Ability to work with individuals, care givers, health professionals and education staff within consultative and collaborative relationships to achieve positive outcomes.
- Ability to work cohesively in a multi-disciplinary team and positively contribute to team spirit and motivation.
- Demonstrated proficiency in ICT including the use of data bases and Microsoft Office suite applications and generating and interpreting data.
- Demonstrated ability to present clear and succinct verbal and written messages to meet the needs and understanding of the intended audience.
- Demonstrated commitment to ongoing professional development and knowledge of the disability and aged care sector, resources, technologies and the application and contribution to service improvement and peer development.
- Experienced in the development and delivery of presentations (desirable)
- Experience in and ability to provide clinical supervision/ mentoring (desirable for Level 6-7 roles)
- Ability to prioritise and meet deadlines, sometimes working with incomplete information
- Ability to travel to locations throughout Western Australia (as required by the position).
- May require some work after ordinary business hours, including weekends, on occasion.

Work Experience

The type and extent of previous work experience that is necessary to perform in the position

- Role/s in similar position and/or industry, with exposure to at least one functional area encompassed by this role
- Level 5 – Graduate to 3 years Occupational Therapist experience
- Level 6 – Minimum 3 years experience
- Level 7 – Minimum 6 years experience
- General and specialist clinical advice (position specific)

Clearances, Licences or Registrations

NDIS Check <input checked="" type="checkbox"/>	WWC <input type="checkbox"/>	Covid-19 Vaccinations <input type="checkbox"/>	AHPRA <input checked="" type="checkbox"/>	NCCHC <input type="checkbox"/>	Drivers Licence <input checked="" type="checkbox"/>	Current accredited First Aid Certificate <input checked="" type="checkbox"/>
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Qualifications

Degree qualification in (Include relevant quals) similar disciplines (or) significant relevant industry and positional experience

Position Specific (ie. Requirement dependent on position held)

OTDA Registration

National Coordinated Criminal History Check – (Education Department requirement)

Working with Children’s Check – (Child related roles – Disability Services)

Medicare Provider Number (desirable for some positions)

Other requirements as directed

Extent of Authority

Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.



Prepared & Approved By: Lisa Karabin and Lynda Quigley
Date Reviewed/Modified: Lisa Karabin/Linda Tran 28/01/2023
*All PDs should be sent to P&C for approval and uploading to sharepoint

Related Documents: **PD Work Instructions, Behaviours Guide**

HR Use Only

Risk Assessed Role (NDIS Worker Screening Check): Yes, Risk Assessed Role – Fee For Service

C) A role for which the normal duties is likely to require more than incidental contact with a person with disability

Risk Assessed Role (NDIS Worker Screening Check): No, not Risk Assessed Role – Aged Care

Date the role was assessed: 1/02/2022

Assessed By: Lisa Karabin, People & Culture Manager