



## POSITION DESCRIPTION

**Position Title:** Health Professional – Occupational Therapist

**Level :** 5 (ILC Enterprise Agreement)  
Salary starting at \$76,834 per annum pro rata  
Plus generous salary packaging for NFP's

**FTE:** Full time / Part Time

**Special Allowances:**

**Business Unit:** ILC Technology

**Reports to:** Team Leader, ILC Technology

**Reviewed:** February 2016

## Independent Living Centre (ILC) Goals and Vision

<b>Our Vision</b>	A community where all people can participate and are included
<b>Our Mission</b>	To guide people's choices to access assistive technology and services for independence and wellbeing
<b>What We Do</b>	<p>We respect people of all ages and abilities including older people, people with disability, their family, carers, service providers and the community.</p> <p>We support people's independence and wellbeing through information, advice, assessment, referral, funding, hire and respite services.</p> <p>We work with people by listening, guiding and linking them to products and services.</p> <p>We collaborate with organisations to offer the best possible service to our consumers.</p> <p>We strive to continually improve the quality of our services by undertaking research and evaluation.</p> <p>We expand knowledge and skills within the sectors we work by providing specialist training, events and consultancy.</p>

## ILC's Overall Objective

The Independent Living Centre WA (ILC) provides information and advice, assessment, training, funding and hire services that enable Western Australians of all ages and abilities to live more independent and fulfilling lives.

Service areas include assistive technology and equipment, home modifications, Noah's Ark WA, occupational therapy driver assessment, carer respite and support, Home and Community Care regional assessment and grants and equipment funding.

## Competencies

### Customer Service

Provides a comprehensive personalised service to customers including consumers, suppliers, stakeholders, service providers and health professionals.

### Resource Management

Understands and makes best use of the available resources including personnel, systems, policies, procedures, assets, equipment and information & communication technology.

### Team Contributor

Contributes to the overall performance of the team and organisation through communicating and interacting effectively with others.

### Personal Awareness

Is self-aware in terms of strengths and weaknesses; understands how own behaviour and actions impact on others and the business.

## **Position Overview**

Provide expert advice, assessment and prescription on a large range of assistive technology and resources to people with disabilities of all ages, carers, health professionals and service providers across WA, via phone, email and appointments. In addition, this position may include implementation of a specific project, working in schools with students with disabilities to develop computer access methods to participate in the curriculum.

## **Key Accountabilities/Duties**

1. Deliver assessment, information and training services to consumers, carers, health professionals and service providers on assistive technology via phone, email and appointments, including regional travel.
2. Liaise with manufacturers, suppliers, service providers and professional groups.
3. Support hire customer service in providing advice, preparation and instructions on hire of equipment, including updating the hire database.
4. Maintain and develop database information and the equipment stock in designated areas.
5. Maintain accurate and timely client, statistical and administrative records on relevant database and operational systems.
6. Promote ILC services via sector, stakeholder and supplier networks.
7. Develop and present educational materials including workshop packages, videoconferencing and publications as required.
8. Prepare written documentation and resources.
9. Provide clinical supervision to students, as required.
10. Promote the philosophy and objectives of the organisation.
11. Implement and adhere to all policy and procedural requirements of the organisation.
12. Undertake other duties as assigned.

## **Project Duties**

1. Manage specific school based project working with students with disabilities, and achieve project outcomes within allocated time frame.
2. Deliver assessment and implementation of computer access technologies (touch screen, switching, eye gaze) in a school setting.
3. Produce three professional resources with accompanying workshops as per project outline.

