



## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist - Project Officer
<b>Level :</b>	5 (ILC Enterprise Agreement) Commencing at \$76,834 per annum pro rata Plus generous salary packaging for NFP's
<b>FTE:</b>	1.0 ( Contract)
<b>Special Allowances</b>	TBC
<b>Business Unit:</b>	Home Modifications and Assistive Technology/Allied Health Services
<b>Reports to:</b>	Service Manager – Northsite, Westminster Office
<b>Developed:</b>	29 March 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**

The Project Officer position will be part of a team assisting the Service Manager to undertake project and service development work that supports the development and implementation of the Home Modification and Assistive Technology Project, Reablement and Allied Health services.

## **Key Accountabilities/Duties**

1. Provide support for the ILC in the implementation of the home modifications and assistive technology service delivery model
2. Use clinical expertise to contribute to the development of governance, referral and service delivery protocols for Allied Health services
3. Develop project documentation to support project and service development strategies and timelines
4. Assist with the communication and promotion of projects and new services to potential stakeholders of the service
5. Collate, evaluate and provide reports and relevant documentation in line with project plan objectives and time frames.
6. Use clinical expertise to develop and support a reablement focused culture
7. Support project steering groups and other related working parties as required.
8. Establish and maintain professional networks with service providers, health professionals.
9. Promote the philosophy and objectives of the ILC
10. Implement and adhere to all policy and procedural requirements of the organisation.
11. Undertake other duties as assigned.

<b>SELECTION CRITERIA:</b> (To be addressed in application)	<b>Essential (E)</b>	<b>Desirable (D)</b>
<b><u>QUALIFICATIONS</u></b>  B.Sc. (Occupational Therapy) or equivalent and current registration with APHRA	E	
<b><u>KNOWLEDGE, SKILLS AND ABILITIES</u></b>  Minimum of three years experience in aged care, disability and/or health care industry	E	
Understanding of service model development, implementation and evaluation.		D
Experience, knowledge and understanding in Home Modifications and Assistive Technology in the Health, Disability and Community Care sector		D
Understanding of and experience in project management		D
Excellent report and documentation skills	E	
Ability to work cohesively in a multi-disciplinary team and positively contribute to team spirit and motivation as well as manage own workload efficiently.	E	
Demonstrated high level of verbal and written communication skills.	E	
Current understanding of the community care sector, wellness philosophy and the application of reablement strategies.		D
Experience in the preparation and presentation of professional materials	E	
Demonstrated experience and proficiency data bases and office suite applications.	E	
Current National Police Check	E	
Current "C" class driver's license	E	
Knowledge of general legislative requirements (Occupational Safety & Health Act, Privacy Act etc.)		D