



POSITION DESCRIPTION

Position Title:	Health Professional
Level:	5/6 (ILC Enterprise Agreement) Salary based on experience
FTE:	Full time
Business Unit:	Assistive Technology Services
Reports to:	Service Coordinator
Reviewed:	October 2017

Independent Living Centre (ILC) Goals and Vision

Our Vision	A community where all people can participate and are included
Our Mission	To guide people's choices to access assistive technology and services for independence and wellbeing
What We Do	<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

This position involves providing expert advice, training, assessment and prescription on a broad range of assistive technology and resources to people with disabilities of all ages, carers, health professionals and service providers across WA. Regional travel is required for this position.

Key Accountabilities/Duties

1. Deliver high quality information, assessment, and training services to consumers, carers, health professionals and service providers on assistive technology, environmental design, home modifications and resources via phone, email and appointments including regional travel.
2. Prepare written documentation and reports providing clinical reasoning and recommendations on assistive technology.
3. Develop and maintain professional networks with manufacturers, suppliers, service providers and professional groups on assistive technology issues.
4. Support hire customer service in providing advice, preparation and instructions on hire of equipment, including updating the hire database.
5. Maintain and develop database information and contribute to equipment management including research, evaluation, maintenance and ordering of assistive technology.
6. Maintain accurate and timely client, statistical and administrative records on relevant database and operational systems.
7. Promote ILC services via sector, stakeholder and supplier networks.
8. Develop and present educational materials including workshop packages, videoconferencing and publications as required.
9. Participate in country travel within Western Australia to provide direct services to clients, carers, educators and service providers.
10. Provide clinical supervision to students, as required.
11. Promote the philosophy and objectives of the organisation.
12. Implement and adhere to all policy and procedural requirements of the organisation.
13. Undertake other duties as assigned.

SELECTION CRITERIA: (To be addressed in application)	Essential (E)	Desirable (D)
<u>QUALIFICATIONS</u>		
Health profession B.Sc. (Occupational Therapy) or equivalent and current registration with AHPRA.	E	
<u>KNOWLEDGE, SKILLS AND ABILITIES</u>		
Minimum 2 years' experience in a similar role.	E	
Understanding of the needs of a wide range of people with disabilities from children to the elderly particularly in the areas of assistive technology and environmental design.	E	
Demonstrated high level of verbal, written and interpersonal communication skills.	E	
Ability to work cohesively in a multi-disciplinary team and positively contribute to team spirit and motivation.	E	
Demonstrated high level of clinical expertise and assessment skills.	E	
Experience in and ability to provide clinical supervision.		D
Demonstrated capacity to undertake manual handling activities.	E	
Experience in the preparation and presentation of educational material.	E	
Demonstrated experience and proficiency in ICT including, client data bases, office suite applications and statistical records.	E	
Current "C" class driver's license.	E	
Current National Police Check	E	
Knowledge of general legislative requirements (Carer's Recognition Act, Workplace Health & Safety Act, Privacy Act etc.)		D
Knowledge of HACC and Disability Service Commission Standards.		D