

POSITION DESCRIPTION
OCCUPATIONAL THERAPIST
December 2018

AGENCY:	Independent Living Centre Tas Inc. Trading as ILC Tas or equipify
LOCATION:	Tasmania, various locations
POSITION TITLE:	Occupational Therapist, L3
REPORTS TO:	Clinical Manager, ILC Tas
EMPLOYMENT CONDITIONS:	Health Professionals and Support Services Award and National Employment Standards

OVERVIEW

The organisation has three main programmes:

Independent Living Centre or ILC Tas Information Service

A community based state-wide information and advisory service about assistive equipment, technology and design to enable people to accomplish everyday tasks more easily. This includes an equipment display and call centre, development of information sheets and resources, and talks/demonstrations to groups, expos and events around Tasmania including King and Flinders Islands.

Equipify

Equipify is the fee-for-service arm of ILC Tas that provides allied health services statewide. This includes (but not limited to) assessment and intervention, education and professional development, assistive technology, home modifications and access consultancy.

This includes education and Access Consultancy for public buildings and spaces.

Technology Access Service

Government funded assessment, trial and recommendation for people with complex communication and computer access needs.

POSITION OBJECTIVES

1. To provide excellent customer service to all clients and stakeholders using a person-centred approach
2. To provide occupational therapy services within the community
3. To provide assessment, equipment prescription, intervention and report writing as required
4. To develop and deliver talks and demonstrations to groups around Tasmania

5. To develop information sheets and resources
6. To practise continuous improvement and achieve quality objectives.

SPECIFIC DUTIES

a. Info Service – Information and advice only

1. Provide Occupational Therapy consultations including:
 - Determine the functional ability and environmental requirements of clients and/or carers
 - Advise on the range of available options and provide specific information to guide the client/carer's selection of the most appropriate option for his/her needs
 - Undertake any other actions required to achieve the most satisfactory outcomes for client and/or carer (eg. referral to other agencies/services)
 - Communicate with client's referring agency if required and only with the client's/carer's express agreement.

Example consultations include: equipment prescription for everyday living; application of ergonomics; mobility and seating equipment; home modifications.

2. Provide Occupational Therapy services via the Mobile Outreach Service, including travel around the state.
3. Represent ILC Tas at relevant meetings around the state where required.
4. Liaison with suppliers and other staff re equipment display.

b. Equipify

1. Provide Occupational therapy assessments as per client specifications/requests including statewide travel to homes, schools, workplaces and community.
2. Liaise with suppliers (including builders and tradesmen) for quotes, equipment trial, etc.
3. Liaise with funding agencies as required.
4. Use person-centred practice to evaluate use of techniques, assistive technology, design and environment within the scope of referrals.
5. Complete client notes and documentation as per ILC Tas documentation policies and procedures and as required by external agencies.
6. Work effectively within a multidisciplinary team as required.
7. Develop and implement programmes and customised resources for clients as required and within the scope of referrals.
8. Ensure all work is completed and invoiced in a timely manner.

c. Education

1. Be involved in the development, planning and implementation of training and educational activities for clients, carers, health professionals, students and other stakeholders.
2. Give talks to consumers and community groups as required.
3. Prepare, set up and staff displays at community or special event locations.

Resource Maintenance and Development

1. Contribute to the maintenance and development of the ILC Tas Information System and database by preparing and updating information.
2. Liaise with suppliers, manufacturers and designers regarding products, service and designs.
3. Participate in the evaluation of products and design.
4. Contribute to the care, maintenance and development of the equipment display and loan pool.
5. Design and prepare material for brochures, information sheets, newsletters and other publications in conjunction with other staff members.

Quality Assurance:

1. Participate in any quality improvement activities undertaken by ILC Tas.
2. Maintain clinical and related skills at the highest level possible.

Policy and Planning:

1. Participate in:
 - The development and implementation of ILC Tas policies and procedures.
 - The planning and implementation of special projects, as required.
2. Participate in the identification of consumer and community needs and in planning effective ways in which ILC Tas might respond to them.

General

1. Client service provision is to be conducted by ILC Tas Occupational Therapists in accordance with organisational policies and procedures, evidence based practice and professional standards such as compliance with the Occupational Therapy Board of Australia code of conduct
2. Write client reports as required.
3. Maintain and monitor client service standards, client service records, statistical and administrative records as per ILC Tas and legislative requirements.

4. Maintain client confidentiality, safety and well-being at all times.
5. Participate in case/enquiry discussions with other professional staff as required
6. Demonstrate a commitment to ongoing professional development and an interest in current developments in Occupational Therapy and related fields.
7. Attend relevant meetings, seminars and conferences.
8. Instruct and supervise students, Allied Health Assistants, volunteers, IT, Administration and other staff as required to provide Services to clients, including information, MOS and Education.
9. Demonstrate efficient time management skills, motivation and the ability to work independently.
10. Demonstrate the ability to adapt to and manage a variety of situations
11. Foster and maintain effective communication with other staff members
12. Respect and support our colleagues, stakeholders and clients
13. Be responsible for exercising professional judgement in problem solving and managing therapeutic interventions/assessments with general professional guidance/supervision from the Clinical Manager. Practise high ethical standards. Regular performance reviews will be provided by the Clinical Manager, with input from the EO and other staff as appropriate.
14. Uphold the values of Independent Living Centre Tas Inc.
15. Follow the organisation's mission and long term goals.
16. Perform any other administrative duties as requested by the Clinical Manager or Executive Officer, The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

PRE-EMPLOYMENT CONDITIONS

Essential requirements:

All employees must have current registrations for the following:

- Current registration with the Occupational Therapy Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA).
- Working with Vulnerable People – Children registration

In addition all employees must provide a National Police Check which will be assessed against the position requirements. Subsequent convictions which may affect employment must be advised to the Executive Officer immediately. National Police checks must be updated at least every three years.

Key Selection Criteria

Essential

1. Current registration with the Occupational Therapy Board of Australia via AHPRA.
2. Current driver's licence.

3. Experience in occupational therapy service provision across a range of disabilities and in the community, including home modifications and equipment prescription.
4. Computer literacy in clinical settings.
5. Demonstrated effective communication skills, both verbal and written.
6. Demonstrated report writing skills.
7. Demonstrated initiative and ability to work autonomously but cooperatively within a small team.
8. Knowledge of anti-discrimination policy and work health and safety issues and practices in the workplace.
9. Understanding of person-centred service provision.
10. Ability to plan and implement presentations to small groups.

Desirable

1. Demonstrated business skills including ability to estimate time required to perform assessments and other tasks for quoting purposes.
2. Experience in the preparation and presentation of education sessions for a variety of audiences.
3. Knowledge of other relevant services, both government and non-government, for people who are aged or who have a disability.
4. Knowledge of relevant legislation e.g. Disability Services Act, Privacy Act and workplace health and safety issues and practices.
5. Knowledge and understanding of disability legislation, government policies and disability issues as they affect people with disabilities and their carers.
6. Ability and willingness to develop and learn new clinical skills to meet future organisational requirements.
7. Familiarity with service delivery for NDIS participants