

**ROYAL SOCIETY FOR THE BLIND**

**POSITION DESCRIPTION**

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**TITLE: OCCUPATIONAL THERAPIST**

**DIVISION: COMMUNITY SERVICES**

**APPROVED BY EXECUTIVE MANAGER, COMMUNITY SERVICES – March 2021**

**MAIN PURPOSE**

Responsible to the Lead Occupational Therapist, Occupational Therapists provide clinical services and promote person-centred practices to the RSB clients and customers.

Occupational Therapists will demonstrate skills and attitudes to develop Occupational Therapy service offerings to meet the needs of the clients and customers. Occupational Therapists will deliver assessments, programs, and reports to support individuals in the community.

**PRINCIPAL ACCOUNTABILITIES AND DUTIES**

* Build genuine relationships with customers and the people important in their lives (families, other staff~~,~~ and external professionals).
* Know customer skills, interests, qualities, strengths, challenges, ways of communicating and aspirations and ensure the individualised service they receive plays to their strengths; helps them tackle their challenges and achieve their goals
* Co-design and contribute to Individualised Goal Achievement Plans through functional assessment, support and review, promoting choice and control throughout each person’s life.
* Provide customers, families and their networks with information and independent living training, including the use of appropriate low vision aids, daily living skills~~,~~ and assistance with adapting their home environment.
* Research and distil information from best practice and contribute to the development of clinical knowledge base at RSB.
* Diligently use information technology and systems to enter appropriate information about individuals to enable compilation of written reports and continuity of supports across all service offerings.
* Ensure quality client records are gathered and maintained~~,~~ and data is collected to assess and monitor the effectiveness and adequacy of services to meet necessary service agreement obligations.
* Establish and work collaboratively with other health and community care providers to ensure continuity of care for clients. Liaise, consult and advocate; ensuring clients receive coordinated and integrated services.
* Provide consultancy, training and information regarding vision loss, to other service providers, community agencies, carers, and volunteer groups.
* Undertake Continuous Improvement practices to improve internal and external policies, procedures, practices and services.
* Assist in the development, implementation and evaluation of group program and/or projects as required.
* Contribute to the development and innovation of RSB services to raise the professional profile of the organisation.
* Role model positive behaviour and team approach to enhance effective working relationships in both team and organisational level.
* Provide customers with timely information to support informed decision making and access to RSB services
* Undertake age appropriate assessments with customers to identify individual physical, developmental, social, emotional, and socio-economic needs and refer to other services appropriately
* Contribute to the shared development and learning of policy and procedure to support consistency in service delivery across the RSB.
* Generate high quality reports to support justification of individual need against specific criteria of the relevant funding source.

**Professional Development**

* Maintain hours of continual professional development as required by AHPRA.
* A willingness and capacity to become better equipped to perform job responsibilities by transferring new knowledge and skills gained through training to the workplace.
* Maintain individual training and development activities to update knowledge and skills relating to policy, system, procedure, product, and service requirements inherent in current duties.

**Organisational Compliance**

* Ensure sound operational knowledge of legislative, regulatory and Code of Conduct requirements including Complaint Handling and Dispute Resolution.
* Ensure that you are aware of, understand and operate in accordance with RSB’s Human Resource (HR) policies and procedures, including (but not limited to), RSB Code of Conduct and Resolution of Grievances.
* Ensure a sound knowledge of RSB quality assurance policies, procedures, products, services, and systems to comply within the authorities and restrictions in relation to the duties of this role.
* At all times, ensure consumer rights are adhered to in accordance with the National Disability Insurance Scheme Quality and Safeguards and Aged Care Quality Standards and any other relevant service standards and legislation as appropriate.
* Undertake your duties and responsibilities in a safe and proper manner that observes RSB’s Work Health and Safety (WHS) policies, procedures and operating practices and do not expose yourself or others to any risk of injury.
* Ensure adherence to privacy and confidentiality of information that conform to the requirements of the RSB and the Privacy Act when accessing client details.
* Undertake other duties as required by your Executive Manager.

**PERSON SPECIFICATION**

**Essential Criteria**

* Bachelor of Applied Science (Occupational Therapy), or equivalent.
* Registration with the Australian Health Practitioner Regulation Agency (AHPRA).
* Demonstrated interpersonal skills, including communication and conflict resolution required to deliver and foster relationships within a team.
* Demonstrated commitment to principles of enhancing independence and empowerment, choice, and control.
* Knowledge of relevant disability legislation, duty of care and access rights.
* Ability to work collaboratively with multiple stakeholders, including health professionals, case managers, family members, carers and other internal service providers.
* Good organisational, planning and prioritising skills, including the ability to work both independently and as part of a team.
* Well-developed customer service skills and a commitment to providing quality service and implementing continuous improvement.
* Proven commitment to maintaining professional skills and knowledge.
* Ability to effectively manage dynamic workloads through planning and effective establishment of priorities.
* Sound computer skills, Microsoft Office suite and database programs.
* Department of Human Services screenings including, Aged Care Sector, Disability Services Employment and Working With Child Screening.
* A current driver’s licence in relevant state or territory.
* Successful applicant will be required to obtain a Medicare and DVA Provider numbers.

# Desirable Criteria

* Previous experience in Disability, Aged, NDIS or Community Services sectors.
* Experience working with people from culturally and linguistically diverse backgrounds.
* Demonstrated understanding of eligibility criteria for different funding sources (Commonwealth Home Support Program (CHSP), National Disability Insurance Scheme – NDIS, Home Care Package (HCP)) and ability to translate into support plans that reflect the funding source.

**Key Performance Indicators**

KPI’s will be relevant to years of experience as an Occupational Therapist.

* Customer satisfaction and feedback.
* Coordinator satisfaction of clinical skills and performance within workplace.
* Monthly statistics and maintenance of consistent minimum billable hours.
* Client related documentation always maintained to a high standard.
* Ability to work with clinical and non-clinical colleagues.

**As the incumbent of this position, I confirm I have read this Position Description and understand its content and agree to work in accordance with the requirements of the position.**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**