



<b>Position Title:</b> Occupational Therapist	<b>Entity:</b> Indigo Australasia Inc (Indigo)
<b>Reports to:</b> Allied Health Lead	<b>No of Direct Reports:</b> 0
<b>Industrial Instrument / Job Level:</b> Enterprise Agreement - Level 5-7	<b>Primary Location:</b> Nedlands (or other approved site)
<b>Position Requirements</b>	
<p><b>Primary Purpose</b></p> <p>The occupational therapist works with individuals, carers, organisations, and key partners to ensure optimal outcomes for people accessing Indigo services. The occupational therapist may achieve this through providing professional and clinical advice, training, assessment, review and prescription of assistive technology, home modifications, wellness and reablement in a range of settings, to customers in aged care and/or disability sectors. This position may also provide clinical supervision and support to colleagues and students as required.</p>	
<p><b>Key Accountabilities/Responsibilities</b></p> <p><b><u>Health Safety Wellbeing &amp; Environment</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and OH&amp;S legislation to maintain an appropriate working environment</li> <li>• Ensure all incidents, accidents, injuries, hazards or property damage are reported and managed.</li> <li>• Identify and implement safety improvements working collaboratively with the Work Health and Safety program.</li> <li>• Acknowledge the duty of care obligation and are always committed to upholding child safety.</li> <li>• Have a zero-tolerance approach to child abuse reporting any suspected incidents in line with the Child Safe Procedure.</li> <li>• Contribute to developing and nurturing a culture that supports wellbeing.</li> </ul> <p><b><u>Functional – Operational and Technical</u></b></p> <ul style="list-style-type: none"> <li>• Undertake collaborative, person-centred assessments that identify the individual’s functional capacity, strengths and lifestyle goals and develop a holistic, person-centred plan in partnership with the customer and their carer, as applicable.</li> <li>• Delivery of specialised clinical assessment and prescription of assistive technology, home modifications that support individuals and their families/carers to retain/optimize functional capacity, maximise quality of life and engage with community and social activities.</li> </ul> <p><b><u>Position Specific (ie: responsibilities dependent on position held)</u></b></p> <ul style="list-style-type: none"> <li>• CHSP/DS: <ul style="list-style-type: none"> <li>○ Consult with and advise customers, carers, health professionals, stakeholders and service providers on assistive technology, equipment, home modifications (including CHSP eligible clients), funding sources and resources.</li> <li>○ Prepare professional reports and equipment funding applications with consideration to relevant standards and providing clinical reasoning and recommendations on assistive technology, home modifications and related therapy services</li> <li>○ Assist with coordination of referrals, planning, delivery and evaluation, including scheduling and prioritising assessments, grants and applications</li> </ul> </li> <li>• Clinical Excellence: <ul style="list-style-type: none"> <li>○ Participate in product reviews and/or projects relating to assistive technology; including research and producing factual and succinct product descriptions</li> <li>○ Provide sector support regarding access and use of the geat2GO portal, and assist with prescription of equipment when required.</li> </ul> </li> </ul>	

- Provide support for prescribers, clients, carers, etc. When answering assistive technology enquiries (e.g. NED).

### **General**

- Participate in service development and product review, which may include undertaking research and projects.
- Accept responsibility in maintaining and expanding skills and knowledge related to the area of practice.
- Coach, educate, inspire and provide clinical supervision to students as required Coach, educate, inspire and provide clinical supervision and support to colleagues (level 7)
- Develop, maintain and contribute to educational materials, resources and AT product information
- Deliver presentations to various audiences, including at conferences, internal training, educational institutions, community/professional groups and other relevant stakeholders.
- Level 6 & 7 involves more complex workload, caseload, stake holder engagement, KPIs, supervision and project work
- Undertake other duties as assigned.

### **Level 7 Occupational Therapists - Senior**

- ***Graduate with 6 or more years' professional work experience or equivalent skill/experience.***
- ***Advanced clinical practice skills enabling management of complex caseloads.***
- ***additional responsibility of supervision and mentorship of junior therapists (levels 5 and 6 and Allied Health Assistants)***
- ***May be a specialist in a portfolio or practice area within the organisation***

### **Strategic**

- Establish and maintain professional networks with service providers, health professionals, referral sources, suppliers and other stakeholders and promote Indigo services via sector, stakeholder and supplier networks.
- Contribute to, and demonstrate by example, the vision, mission and values
- Identify and implement improvement opportunities within the Group and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation
- Implement and adhere to all policy and procedural requirements of the organisation
- Collect, evaluate and report on outcome measures to ensure reporting standards are met.

### **People & Culture**

- Demonstrate collaborative behaviour across the organisation to contribute to ensuring 'one organisation' where multifunctional team performance is optimised.
- Participate actively, and work closely and constructively, with colleagues in the leadership team to deliver integrated business outcomes.
- Ensure cultural optimisation through engaging in fit-for-purpose cultural programs and embedding these within the team and organisation.
- Role model positive leadership to employees.
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace.
- Manage resource requirements to ensure appropriate coverage within approved budget.

### **Administration**

- Develop, document and maintain accurate and timely statistical and administrative records on relevant database and operational systems.
- Manage or/and report on performance, outcomes and functions of responsibility
- Manage resource requirements to ensure appropriate coverage within approved budget (as required)
- Participate in annual business planning and group planning (as required)
- Manage workload and ensure delivery of services and support within timelines, agreed budgets and activity KPIs

- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures and ensure documentation and associated processes are maintained and accessible in appropriate formats and designated locations

### Key Performance Indicators & Measures

Indicators of effective performance in the position. KPI's are to be SMART goals. They are identified in the PDR to be specific to the individual teams and the position in a specified point in time.

### Key Relationships

Key positions or groups with whom the individual will interact to perform the work of the position.

#### Internal

- Executive team
- Leadership team
- All other teams in the organisation

#### External

- Corporate customers
- Sector peers/competitors, peak bodies
- Government representatives and departments
- Consultants and advisors
- Small & Medium Enterprises
- Suppliers and vendors
- Community care customers and families

### Key Behaviours

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Operational Behaviours.

<u>Strategic Behaviours</u>	<u>Leadership Behaviours</u>	<u>Operational Behaviours</u>
<input type="checkbox"/> Aligning Performance for Success <input type="checkbox"/> Analytical Thinking <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Building Strategic Working Relationships <input type="checkbox"/> Change Management <input checked="" type="checkbox"/> <b>Innovation &amp; Creativity</b> <input type="checkbox"/> Leading through Vision & Values <input type="checkbox"/> Strategic Decision Making	<input type="checkbox"/> Adaptability <input type="checkbox"/> Building Customer Loyalty <input type="checkbox"/> Building Partnerships <input type="checkbox"/> Leading the Team – people centric <input checked="" type="checkbox"/> <b>Coaching/developing others (Level 7)</b> <input type="checkbox"/> Delegating Responsibility <input type="checkbox"/> Decision Making <input type="checkbox"/> Information Monitoring <input type="checkbox"/> Influencing /Negotiation <input type="checkbox"/> Managing Conflict <input type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input checked="" type="checkbox"/> <b>Growth mindset (Level 7)</b> <input type="checkbox"/> Agile Approach <input type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input checked="" type="checkbox"/> <b>Applied Continuous Learning</b> <input type="checkbox"/> Marketing & Comms <input checked="" type="checkbox"/> <b>Build Trust/Client Liaison</b> <input checked="" type="checkbox"/> <b>Communication</b> <input checked="" type="checkbox"/> <b>Demonstrates Initiative</b> <input type="checkbox"/> Energy <input type="checkbox"/> Formal Presentation <input type="checkbox"/> Gaining Commitment <input checked="" type="checkbox"/> <b>Legislative &amp; Industry Standards</b> <input checked="" type="checkbox"/> <b>Organisation &amp; Self -Management</b> <input checked="" type="checkbox"/> <b>Quality &amp; Work Standards (including clinical or/ and technical)</b> <input checked="" type="checkbox"/> <b>Results Focused (person-centred)</b> <input checked="" type="checkbox"/> <b>Safety &amp; Environmental Excellence</b> <input type="checkbox"/> Teamwork <input type="checkbox"/> Tenacity

### General Assessed

Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit	
<b>Work Related Requirements</b>				
<p><b>Knowledge &amp; Skills (Social, Personal &amp; Technical) &amp; Equipment</b></p> <p><i>The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position</i></p> <ul style="list-style-type: none"> <li>• Understanding of the needs of a diverse range of individuals across all age spans and abilities, particularly in the areas of assistive technology, home modifications and wellness and reablement in a range of settings.</li> <li>• Demonstrated clinical ability in assistive technology and home modifications assessment and prescription exercising sound judgement.</li> <li>• Sound report writing skills using evidence-based practice to develop and implement person-centred solutions and AT product information and recommendations.</li> <li>• Ability to work with individuals, care givers, health professionals and education staff within consultative and collaborative relationships to achieve positive outcomes.</li> <li>• Ability to work cohesively in a multi-disciplinary team and positively contribute to team spirit and motivation.</li> <li>• Demonstrated proficiency in ICT including the use of data bases and Microsoft Office suite applications and generating and interpreting data.</li> <li>• Demonstrated ability to present clear and succinct verbal and written messages to meet the needs and understanding of the intended audience.</li> <li>• Demonstrated commitment to ongoing professional development and knowledge of the disability and aged care sectors, resources, technologies and the application and contribution to service improvement .</li> <li>• Experienced in the development and delivery of presentations (desirable).</li> <li>• Experience in and ability to provide clinical supervision/ mentoring (desirable )</li> <li>• Ability to prioritise and meet deadlines, sometimes working with incomplete information.</li> <li>• Ability to travel to locations throughout Western Australia (as required by the position).</li> <li>• May require some work after ordinary business hours, including weekends, on occasion (as required by the position).</li> <li>• Self-motivated to follow all policies, procedures and instructions, and to action all necessary tasks without being directed by leaders.</li> </ul>				
<p><b>Work Experience</b></p> <p><i>The type and extent of previous work experience that is necessary to perform in the position</i></p> <ul style="list-style-type: none"> <li>• Role/s in similar position and/or industry, with exposure to at least one functional area encompassed by this role</li> <li>• Level 5 – Graduate to 3 years Occupational Therapist experience</li> <li>• Level 6 – Minimum 3 years experience</li> <li>• Level 7 – Minimum 6 years experience</li> <li>• General and specialist clinical and professional advice (position specific)</li> </ul>				
<b>Clearances, Licences or Registrations</b>				
NDIS Check <input checked="" type="checkbox"/>	WWC <input checked="" type="checkbox"/>	AHPRA <input checked="" type="checkbox"/>	Drivers Licence <input checked="" type="checkbox"/>	Accredited First Aid Certificate <input checked="" type="checkbox"/>
<b>Qualifications</b>				



Degree qualification Bachelor of Science (Occupational Therapy)

**Position Specific (ie. Requirement dependent on position held)**

Medicare Provider Number (desirable for some positions)

Other role specific requirements as directed

**Extent of Authority**

Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.

Prepared & Approved By: Lisa Karabin and Lynda Quigley

Date Reviewed/Modified: Michelle Fernandes, Susan Brooks, Rebecca Emery 21/03/2024

\*All PDs should be sent to P&C for approval and uploading to SharePoint

Related Documents: **PD Work Instructions, Behaviours Guide**

**Risk Assessed Role (NDIS Worker Screening Check) Yes Required**

B) A role for which the normal duties include the direct delivery of specified supports of specified services to a person with disability

Date the role was assessed: 1/02/2022 Assessed By: Lisa Karabin, People & Culture Manager

*\*Will depend on the role*