

Position Description (Social and Community Services Level 5)

Our Mission: To share in the healing ministry of Jesus by providing professional community services to enhance the wellbeing of individuals and families.

POSITION TITLE	Occupational Therapist		
SALARY SCALE	Social, Community, Home Care and Disability Services Industry Award 2010 Social and Community Services Level 5		
EMPLOYEE NAME			
HOURS PER FORTNIGHT	76 hours per fortnight		
LOCATION	Rockhampton et al		
RESPONSIBLE TO	Community Care Manager Southern Region		
APPROVAL DETAILS	Robert Sims	Role: Director	Date: 28/07/2020

PRIMARY OBJECTIVES

As part of the Community Care Services Team, the Occupational Therapist will provide community based OT Intervention for a wide range of client groups.

These services may include:

- Home based occupational therapy assessments including all areas of activities of daily living, mobility and home safety;
- Equipment prescription and relevant clinical justification - basic equipment through to more complex specialised equipment;
- Minor and major home modification recommendations with relevant diagrams;
- Recommendation of community based services;
- Home safety assessments;
- Equipment applications for a variety of government equipment programs;
- Client assessment, intervention and report writing;
- Communicating assessed needs clearly and precisely to clients; and
- Services are offered via a range of funding grants and as full fee service offered on a fee for service basis to non-subsidised clients.

The Occupational Therapist will maintain all relevant qualifications and professional memberships as needed to perform their role. This position offers the opportunity to work within a diverse team and there are opportunities to participate in project or working groups relevant to your experience, knowledge and skills.

MAIN CHARACTERISTICS OF THE POSITION *(from The Modern Award)*

As part of CentacareCQ's Community Care Team, this position works under the general direction from senior employees however the application of a high level of knowledge and skills is required to achieve results in line with the organisation's goals. This position works within established work practices however generally this level requires involvement in establishing organisational processes and procedures. In addition employees will be required to set priorities and monitor work flows in their area of responsibility and interpersonal skills are required to gain the co-operation of clients and staff.

MAIN RESPONSIBILITIES *(from The Modern Award)*

To contribute to the operational objective of the workplace, this position includes the following:

- Set priorities and monitor work flow in the areas of responsibility;
- Provide expert advice to employees classified at lower levels and/or volunteers;
- Exercise judgment and initiative where procedures are not clearly defined;
- Operate as a specialist employee in the relevant discipline where decisions made and taken rest with the employee with no reference to a senior employee;
- Demonstrate preparedness and capacity to work effectively and appropriately with teams;
- Actively work towards the CentacareCQ mission and within its values framework;
- Deliver culturally appropriate services;
- Other duties and responsibilities from time to time that you are competent and trained to do.

ORGANISATIONAL RELATIONSHIPS

This position works under general direction and may supervise other staff and/or volunteers.

EXTENT OF AUTHORITY

In this position the employee is required to exercise a degree of autonomy, control projects and/or programs, set outcomes for lower classified staff and establish priorities and monitor work flow in areas of responsibility. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.

SIGNING AUTHORITY

Capital Expenditure	\$0.00	Recurrent Expenditure Please refer to BU 20D Purchase Signing Authority	\$0.00
Approve Overtime	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Approve Timesheet	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Approve Leave	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Approve TOIL	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Change Employment Conditions for Line Managed Staff (increment increases, change in hours, etc)			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

Some or all of the following are needed to perform work at this level:

- Knowledge of organisational programs, policies and activities;
- Sound discipline knowledge gained through experience;
- Knowledge of the role of the organisation, its structure and services.

Prerequisites

- I. A degree with substantial experience; OR a post graduate qualification; and
- II. Current C class driver's license (QLD); and
- III. Ability to obtain and maintain relevant security clearances (Positive Notice Blue Card with Yellow Card Exemption, Satisfactory Australian Federal Police Check);
- IV. Must hold and maintain registration with the Occupational Therapy Board Australia and AHPRA.

DUTIES OF THE ROLE

Mission, Vision & Values

- Support a positive culture within the Organisation in line with CentacareCQ mission, vision and values;
- Participate actively in formation activities.

Strategic Management

- Regular review of performance of services in line with KPI;
- Contribute to the development and support of business models for sustainable growth of the business unit.

Operational Management

- Regularly review and develop in consultation with Community Care Manager Southern Region, organisation policies and procedures to ensure compliance with appropriate legislative and quality standards;
- Provide direct client services relevant to your qualifications in line with Organisational policies and procedures and relevant Government and funding standards.

Networks & Stakeholders

- Participate in community activities and networking opportunities to build awareness of CentacareCQ services;
- Represent CentacareCQ at forums, conferences and other networking opportunities.

Business Development

- In collaboration with the Community Care Manager Southern Region, support the identification of business opportunities within the existing business unit to expand the quantity and/or range of services provided.

Team Development

- Build a positive culture within the business unit in line with CentacareCQ's mission, vision and values.

Complaint & Incident Management

- Report on incidents which occur within the business unit;
- Create and support a safe working environment for all employees within the business unit.

Other Responsibilities

- Participate in regular line management;
- Undertake professional development;
- Undertake travel and work flexible hours to meet client needs;
- Comply with CentacareCQ's policies and procedures, as per the Quality System (including current Workplace Health and Safety legislation) and relevant legislation.

SIGNATURES

Employee

Line Manager

Date

EMPLOYEE ROLE GUIDELINES (KPI)

Key Performance Indicators (KPI) must be consistent with the Duties of the Role. The number of KPI will vary with each position.

KEY PERFORMANCE INDICATOR	TARGET	ACCEPTABLE
KPI 1 Mission, Vision & Values		
Documented attendance at formation activities each year e.g. Attendance at the CentacareCQ Annual Conference	Documented attendance at formation activities at least once per year	Documented attendance at formation activities at least once per year
KPI 2 Day To Day Operations		
Achieve monthly KPI for number of sessions	100% target achieved	90% target achieved
Implement client outcome measures in accordance with service guidelines, funding accountability and professional responsibilities.	100% of clients are provided the opportunity to participate in client outcome measurement activities.	100% of clients are provided the opportunity to participate in client outcome measurement activities.
KPI 3 Stakeholder Engagement		
Demonstrate the ability to engage stakeholders for appropriate referral and program promotion - Interactions to result in increased productivity / working relationships	Regular attendance at organisation networking or service promotion activities with a minimum 4 per year	Regular attendance at organisation networking or service promotion activities with a minimum 4 per year
KPI 4 Professional Development & Conduct		
Participate in relevant professional development, professional supervision and line management.	11 line management sessions per year, 12 hours of professional supervision per year and maintain professional development relevant to maintain registration.	9 line management sessions per year, 10 hours of professional supervision per year and maintain professional development relevant to maintain registration.

COMPETENCY CHECKLIST

PURPOSE OF ASSESSMENT:

To ensure staff are competent to carry out the duties of the role as listed in the position description by demonstrating correct working knowledge and work methods for the competencies. Staff must be evaluated as competent within the probation period. Where applicable, evidence must be provided e.g. iCareHealth data, Go 1 training records, client assessments and reports.

Heading	Competency <i>Mark critical competencies with an *</i>
Mission & Values	Demonstrate the ability to work ethically and within CentacareCQ's Mission and framework. <i>Observations, concerns, previous experience noted</i>
Client Engagement	The capacity to build professional relationships with staff and external clients that reflect the mission, values and ethos of the Organisation. <i>Observations, concerns, previous experience noted.</i>
	Works within the legal limitations around the right to confidentiality and informs service users about the legal limitations to their right to confidentiality and privacy. <i>Observations, concerns, previous experience noted.</i>
Client safety	Appropriate assessment and responses to client need including where there may be safety concerns, viz Family & Domestic Violence, Child Abuse, Self-Harm, harm to others. <i>Observations, concerns, previous experience noted.</i>
Professional Conduct & Capacity	The ability to conduct oneself appropriately and demonstrate appropriate use of professional supervision, self-care, self-awareness, boundary setting and stress management skills. <i>Observations, concerns, previous experience noted.</i>
Quality Management	The capacity to implement pre and post client outcome measures in accordance with service guidelines, funding accountability and professional responsibilities. <i>Observations, concerns, previous experience noted.</i>
	Demonstrate the ability to competently work in accordance with organisation and program policies and procedures including the ability to protect confidential, sensitive or commercially valuable workplace information and intellectual property <i>Observations, concerns, previous experience noted.</i>