JOB DESCRIPTION FORM

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| Effective date of document | October 2020 |
| Award | HPPS |
| Award Type | Allied Health |

**POSITION IDENTIFICATION** Occupational Therapist

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| **Title:** | Kimberley Supports Early Childhood Support Occupational Therapist |
| **Reports to:**  **Supervision of:** | **Kimberley Supports Regional Senior Manager**  **Kimberley Supports Team Leader** |
| **Relationships – Internal**   * Kimberley Supports ECS Early Childhood Support Team * Kimberley Supports EACP/ RCC team * Remote Services Team * KAMS Member Services and KAMS Remote Clinics   **External**   * NDIS Service Providers, WACHS, PATCHES, Far North Allied Health teams * Dept Education, CPFS, NDIS | |
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| **Duty Statement** |
| KAMS Occupational Therapist is a key part of our Allied Health team supporting the Kimberley region, based in Broome/Kununurra. This team will engage with children aged 0-7 years with development delay and perform short-term therapy. You will have access to the latest technology to work flexibly and support our clients in their homes, pre-school and community settings. You will also provide parents/carers with the knowledge, skills and supports to optimise their child's development and ability to participate inclusively within the wider community.  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities**   * The Occupational Therapist will provide clinical services to children aged 0-7 as presented. * The Occupational Therapist will provide evidence-based care within a multidisciplinary and family centred context, and utilise holistic therapy models of care. * Planning, development and evaluation of occupational therapy services. * Development, implementation and evaluation of culturally appropriate policies, procedures and practice guidelines for patient care. * Advocate and liaison with community-based services to maximize coordination of services and positive outcomes for Aboriginal families participating the ECS program. * Peer support and mentoring of AMS Kimberley Supports Family Support Workers. * Participate in early childhood development health promotion education campaigns and activities. * Provide support, assessment and reports to the Kimberley Supports Evidence and Access Coordination Planning teams for Aboriginal children needing access to the NDIS.   **Other responsibilities include:**   * Implement short-term early intervention strategies, to assist the child's development * Assist in the development of families understanding and knowledge of the NDIS planning process to support their ability to make informed decisions. * Preparing reports and documentation in accordance with the NDIA requirements. * Build and maintain effective relationships with external service providers to ensure the effective delivery of required services and to monitor progress to agreed outcomes. * Build collaborative partnerships with other local services in ways that build capacity for inclusion and lead to positive outcomes for Aboriginal children and their families across the Kimberley. * Working within a multi-disciplinary team, you will also share your expertise and collaborate with other allied health professionals and deliver educational sessions to KAMS member services, remote clinics and other health services as required. |

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| **Selection Criteria** |
| **Essential:**   * Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia. * Current professional registration with AHPRA * Background in working with Aboriginal and Torres Strait Islander people * Background and Working with Children Clearance (or willingness to obtain) * Experience providing therapy to children and young people and with specialist knowledge of developmental delay and disability. * Experience developing and reviewing intervention plans * Hold a current Drivers Licence * Demonstrated ability to work independently and as part of a collaborative team * Knowledge of, and experience in, family centred and strength based approaches to early intervention * Demonstrated understanding and experience in using play-based early childhood intervention strategies * Demonstrated ability to develop functional goals with a family and build capacity in the child’s networks in order to achieve the goals in the child’s natural environments * Demonstrated ability to work in collaboration with the transdisciplinary team using the Key Worker model to support children and their families * Knowledge and understanding of working within a Aboriginal Community Controlled model of care. * Knowledge, and experience in implementing the National Guidelines for Best Practice in Early Intervention when working with children and their families * Verified National Police Clearance |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kams.org.au**](http://www.kams.org.au) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Kimberley Supports * Corporate and Financial Services | * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |