

## Position Description

**Role/Department:** Occupational Therapist      **Role reports to:** Customer Service Manager

**Classification/Level:** Health Professionals & Support Service Award (Level 2)

**Location:** Marrickville

<b>Our Vision and Organisation's Purpose</b>	
Communities collaborating to create opportunity and improve quality of life. We provide innovative services which support individuals, strengthen communities and enhance physical, social and emotional wellbeing.	
<b>Position Summary and Purpose</b>	
The primary aim is to deliver a range of living skills workshop to support our 'Skilled Living Project'. The program will focus on a different life skill component each week.	
Support and enable individuals with mental, physical or social disabilities to participate in and independently carry out activities of everyday life. Create individual treatment programs to help people carry out their daily tasks and with more confidence and independence.	
Deliver specialist OT support services for a wide range of individuals living with a disability in a community or home environment while also supporting their families/carers.	
<b>Reporting lines and stakeholder relationships</b>	
<i>Internal:</i> Reports directly to Customer Service Manager. Works closely with the Project Coordinator Works positively with all New Horizon employees <i>External:</i> Interacts with other clinical disciplines, community services, disability services providers, government departments, funding bodies, health providers, family members/guardians and carers	
<b>Key Result Areas</b>	<b>1-5</b>
Project/Program Support <ul style="list-style-type: none"> <li>Develop and deliver the "Skilled Living" project</li> <li>Monitor and evaluate effectiveness of project and contribute to reporting</li> <li>Manage customer feedback and take corrective action to ensure services remain responsive to customer and funding needs</li> </ul> Clinical support <ul style="list-style-type: none"> <li>Undertake assessments and intervention planning by employing principles of evidence-based person-centred care.</li> <li>Ensure customers receive OT review to assist with their transition to the NDIS</li> <li>Review treatments, evaluate progress and make changes to treatment as needed</li> <li>Development of appropriate goals and care plans in collaboration with customer and family/carer</li> <li>Commitment to maintaining professional expertise through ongoing professional development including up to date knowledge of OT practices</li> </ul> Relationship Management <ul style="list-style-type: none"> <li>Establish and maintain positive working relationships with customers, families/carers, team members and other key stakeholders</li> <li>Actively promote family relationships and build disability networks to ensure optimum participation of workshops</li> </ul> Information Management <ul style="list-style-type: none"> <li>Record and analyse workshop feedback</li> <li>Maintain customer records as required</li> </ul>	

- Provide reports for the purpose of both internal and external analysis, and ensure compliance within the program reporting protocol
- Undertake administrative tasks required to support the functions of the role

#### WHS & Risk

- Demonstrate safe and healthy work practices of self and others

#### Key Competencies

- Excellent communication and interpersonal skills to effectively engage with all stakeholders
- Customer-centred approach
- Strong organisational skills with ability to work autonomously in a complex environment
- Tertiary qualifications in Occupational Therapy
- Current registration with AHPRA

#### Skills/Knowledge/Experience

- Experience in delivering OT based workshops
- Experience working with people with a disability and conducting community/home based assessments, interventions and service delivery practices
- Current understanding of the issues, trends and approaches underpinning the provision of services to people living with a disability and their families and carers
- Intermediate Microsoft office skills
- NSW Drivers Licence
- Police Check/Criminal History Check
- Working with Children Check