



Puntukurnu Aboriginal Medical Service

Job Description Form

Position Title	Occupational Therapist
Location	Newman
Reporting To	Community Health Programs Manager
Award	<i>Health Professionals & Support Services Award 2010 (Cth)</i>
Classification	Health Professional—Level 3
Hours	1.0 FTE – (Reasonable additional hours as and when required)
Direct Reports	Nil
Effective Date	3 rd March 2020
Review Date	3 rd March 2021

Position Overview

The Occupational Therapist reports to and is directly accountable to the Community Health Programs Manager, working in collaboration with the Speech Pathologist and Curtin University students to deliver an education focused health program (Jiji Project) that integrates occupational therapy and speech pathology to children and their families/carers within the education environment. The program also supports teachers with training and techniques assist learning.

The will occupant will also provide supervision to Curtin and ECU students who participate in the Jiji program.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

Position Responsibilities

1. Jiji Professional Development Workshops

As a member of the Jiji Project Team, the Occupational Therapist is responsible for supporting and delivering professional development workshops to school staff, providing programs for individual children and classes in addition to training school staff in techniques to build relationships between the school, community and external health service providers. The workshops will deliver the following:

- Training and implementation of sensory processing and co-regulation techniques, including use of sensory tools to improve attention and concentration;

- Adaption of self-regulation program *How Does Your Engine Run*, in consultation with Martu Elders, mothers, grandmothers and education workers;
- Development and assisted implementation of visual communication aids and key word signs;
- Training and implementation of mealtime modifications;
- Implementation of whole class literacy and reading programs;
- Implementation of middle primary visual processing program, to support literacy and numeracy skills;

2. Jiji Clinical Program

The Occupational Therapist will work in collaboration with the Speech Pathologist to undertake speech pathology assessments and intervention programs. Depending on the child individual clinical plans may include:

- Attention and behavioural programs;
- Speech and language development programs;
- Trauma programs;
- Fine motor programs; and
- OM and hearing loss programs.

3. Cultural Inclusion in Program Delivery

The Jiji program will include techniques to ensure cultural complexities are responded to in the delivery of services to Martu communities by:

- Extending assessment time frames to account for different social norms in Martu populations e.g. the dramatic difference in children and parents once a relationship is established
- Assessing children in multiple environments over time, rather than relying on standardised assessments or walypala activities that Martu may not have experienced
- Tailoring service provision around 'sorry business' and the departure of families to travel to funerals and extended practices surrounding bereavement
- Sensitively teasing out the context of the children and its effect on their behavior and presentation: trauma and bereavement; violence in homes; unstable living arrangements; inconsistent access to nutritious food; interrupted sleep and variable sanitation and school absence
- Demonstration how we work with kids and sharing results as a vehicle for engagement and feedback from community members.

4. Supervise Curtin and ECU students

- Liaise with Curtin and ECU to establish annual program of student placements.
- Provide supervision to students consistent with University requirements.

5. Reporting and Data Management

- Ensure a clear understanding of PAMS reporting requirements as relevant to the position.
- Under the supervision and at the direction of the Community Health Programs Manager, attend meetings and provide expert input in regards to program delivery and client needs within the scope of practice of an Occupational Therapist.
- Promote cooperative and collaborative working relationships with other health service providers in the area.

General Responsibilities

6. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
7. Comply with all organisational policies and procedures.
8. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
9. Attend and participate in professional development activities including workshops and training as required.
10. Actively participate in continual quality improvement and the organisation's quality management system.
11. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
12. Attend and participate in Employee Development Days.
13. Participate and comply with all Work Health & Safety responsibilities as per the Occupational Health and Safety Act (WA) 1984.
14. Identify and assist to reduce Work Health & Safety hazards and risks.
15. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- Tertiary qualifications in Occupational Therapy and eligible for registration with the Occupational Therapy Board of Australia.
- At least 5 years post graduate experience in Occupational Therapy, demonstrating a sound professional competency in planning, implementing and evaluating occupational therapy services.
- Strong understanding and a commitment to the principles of Community Development.
- Understanding of the principles of the model of Aboriginal Community Controlled Health Services.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal people.
- A demonstrated understanding of the unique issues affecting and impacting on the health and wellbeing of Aboriginal people.
- Excellent written and oral communication skills.
- An ability to work, reside and travel independently in a remote region.
- Demonstrated organisational and time management skills along with an ability to adapt to changing needs.
- Ability to work as part of a multidisciplinary team, as well as independently when required.

DESIRABLE:

- The person is of Aboriginal and/or Torres Strait Islander decent and is acknowledged as such by their community.

APPOINTMENT FACTORS

Location: Based in Newman but required to travel to the remote communities of Jigalong, Parnngurr, Nullagine, Punmu & Kunawarritji.	Accommodation: Nil
Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of a Federal Police Clearance, and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence	Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles on remote and unsealed roads.

ACKNOWLEDGEMENT

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date