



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	Occupational Therapist
<b>Reporting To:</b>	Community Health Programs Manager
<b>Award:</b>	<i>Health Professionals &amp; Support Services Award 2010 (Cth)</i>
<b>Award Classification:</b>	Health Professional — Level 3
<b>Hours:</b>	1.0 FTE 75 Hours per Fortnight
<b>Direct Reports:</b>	Nil
<b>Effective Date :</b>	10 <sup>th</sup> September 2020
<b>Review Date:</b>	10 <sup>th</sup> September 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, the team delivers an education focused health program known as the Jiji Program. The Occupational Therapist is responsible for promoting positive outcomes for children and their families/carer's through individual and group interventions. The Jiji Program is primarily based in schools providing teachers with training and techniques to assist learning, however can also occur in other family settings (E.g.: painting centres, camping and outdoor activities).

The Jiji Program operates in partnership with Curtin University requiring the Occupational Therapist to facilitate provision of high quality clinical learning experiences through effective teaching practice.

#### Position Responsibilities

##### A. Professional Development Workshops

The Occupational Therapist is responsible for the support and implementation of culturally appropriate professional development workshops, programs for individual children and classes and the training of school staff to enhance relationships between the school, community and external health service providers. Workshops aim to 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, parents and grandparents 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; and
- Implementation of middle primary visual processing program, to support literacy and numeracy skills.

## **B. Clinical Program**

The Occupational Therapist works in collaboration with the Speech Pathologist to undertake a range of assessments and intervention programs. Individual clinical plans may include:

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

## **C. Cultural Inclusion in Program Delivery**

The Occupational Therapist incorporates techniques to ensure cultural complexities are responded to during 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 walypalaactivities that Martu people 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; and
- Demonstrating how PAMS works with kids and sharing results as a vehicle for engagement and feedback from community members.

## **D. Supervise Curtin and ECU students**

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

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.

## **General Responsibilities**

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

## **SELECTION CRITERIA**

### **ESSENTIAL:**

- Bachelor of Occupational Therapy or equivalent tertiary qualifications 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.
- A demonstrated understanding of the unique issues affecting and impacting on the health and wellbeing of Aboriginal and Torres Strait Islander 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.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

### **DESIRABLE:**

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

## **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman and requires regular travel to the remote communities of Jigalong, Parnngurr, Punmu and Kunawarritji.	<b>Accommodation:</b> Nil
<b>Allowances/Conditions:</b> Employment is conditional pending the outcome of the Federal Police Clearance, WA Working With Children Check and where required comply with legislative checks Unencumbered 'C' class Manual Driver's Licence	<b>Specialised Equipment Operated:</b> Ability and willingness to drive 4WD vehicles

## **ACKNOWLEDGEMENT**

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

<b>Name</b>	<b>Signature</b>	<b>Date Appointed</b>	<b>Date</b>