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| **POSITION DESCRIPTION** | |
| **Position Title:** | Occupational Therapist, Paediatrics |
| **Service/Facility/Department:** | Children & Families |
| **Direct Reports:** | Nil |
| **Key Relationships:** | **Internal:** Local Service colleagues and other Anglicare colleagues |
| **External:** Children, family members, hospitals and agencies, funding bodies, government departments, referrers, stakeholders and the community |

**Position Statement / Overall Purpose**

The overall purpose of the Occupational Therapist, Paediatrics is to support vulnerable families to care for their children by identifying, and assessing developmental milestones in children and assessing potential parenting limitations which may be affecting the children – including ability to form positive attachments, understanding of developmental milestones or how to achieve basic parenting skills.

The Occupational Therapist will provide a client-centred / family- centred approach and will work alongside parents to build their capacity (using a range of tasks and activities) to successfully improve their children’s functioning. This program is funded to support vulnerable (at risk) families who may (without support) be notified to statutory child protection services. Families may be experiencing a wide range of complexities including mental health, drug and alcohol issues, family breakdown or disability matters and as such be struggling to care for their children.

Given the nature of this program, the occupational therapist will be expected to visit children and their parents within their homes and provide a wide range of supports, education and interventions that are able to be implemented within limited family resources. The occupational therapist will work in partnership with the intensive family support practitioner (and in some cases the Department of Child Safety) to develop care plans that build upon parents strengths and recognise and respond to issues that may be placing children at risk of harm. The practice of Occupational Therapy encompasses screening, assessment, consultation, intervention/treatment and, evaluation.

The Occupational Therapist, Paediatrics (OT) will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current Blue Card with Yellow Card exemption
* Current Licensed Care Service (LCS)
* Current Queensland Driver Licence
* Current Fist Aid Certificate with CPR (desirable)
* Current registration with AHPRA
* Membership with the Australian Association of Occupational Therapists, Queensland
* Tertiary qualification in Occupational Therapy. Post graduate qualifications are desirable.

**Key Selection Criteria**

1. Paediatric experience delivering early intervention services that enable skill development, maximise independence and minimise impacts for children with delayed or affected development.
2. Experience working with families from various backgrounds, in particular Aboriginal and/or Torres Strait Islander families, as well as families from culturally and linguistically diverse (CALD) communities and varying socio-economic backgrounds.
3. Understanding of early childhood frameworks and standards, and a strong understanding of child-development.
4. High level of interpersonal, communication, negotiation and coaching skills including the ability to consult with relevant staff, teams and professionals and influence families, carers and educators.
5. Demonstrated ability to confidently present information to a diverse multidisciplinary group including educators, professionals and parents and/or carers.
6. High ethical standards with proven ability to maintain a high level of confidentiality.
7. Demonstrated ability to work independently and also collaboratively within a multi-disciplinary team.
8. Understanding or willingness to gain understanding of the Child Protection Act 1999 and issues facing families and children at risk of harm.

**Key Accountabilities and Responsibilities**

# Accountability: Clinical Responsibilities

***Working independently with minimal clinical supervision or without direct supervision***

**Responsibilities:**

* Undertake assessment and planning, direct care provision, care coordination, implementation of interventions, and referrals, within prescribed professional and ethical standards.
* Identify therapy goals and implement appropriate interventions that develop skills to maximise children’s development, reduce the risk of development delay and enhance the parents skills in caring for the children.
* Provide information, support, education and training to parents, staff, family and carers from a holistic approach in relation to skill development.
* Monitor, evaluate and review intervention strategies against children’s’ needs and goals.
* Complete all case notes, verbal and written reports and other reporting requirements within a timely manner.
* Manage and prioritise clinical caseload, using evidence based/ child centred principles, and associated administration requirements.
* Contribute specialist advice as required.
* Manage internal and external referrals and coordinate case conferences as necessary.
* Work both independently and collaboratively as part of a multidisciplinary team in the planning and delivery of services including team reviews, meetings and quality activities.
* Follow service and organisational quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
* Comply with child protection procedures (including the relevant statutory legislation) and training requirements.
* Recommend adaptations and specialist equipment where appropriate.
* Contribute towards clinical governance by maintaining high quality records, participating in clinical supervision, implementing evidence based practice leading to a high quality service.
* Participate as a member of a multi-disciplinary team to achieve quality service delivery outcomes for children.

# Accountability: Documentation and Reporting

***Complete documentation and reporting related to service delivery***

**Responsibilities:**

* + Ensure services provided are within budget constraints as advised by the Coordinator.
  + In consultation with the Practitioner, Family Support, manage outputs in line with funding requirements.
  + Initiate, participate and review regularly quality improvement activities to further develop and improve the OT service within Anglicare.
  + Maintain accurate and regular reports of client assessment, care plans, interventions, and progress.
  + Record and maintain accurate statistics as required by organisational guidelines, and provide other statistical information as requested by the Coordinator.
  + Provide written reports on clients as required.
  + Attend relevant meetings as required.
  + Assume responsibility to ensure maintenance and care of OT equipment in accordance with Anglicare policies and procedures and as directed.
  + Network formally and informally with other services providers within the relevant hospital and health service district to ensure that the OT needs of the children in the community are met in the most equitable and timely manner possible.

# Accountability: Education and Training

***Plan and deliver training and education* to parents, families, groups and staff**

**Responsibilities:**

* + Provide formal and informal education to parents and families, groups, organisations and other health professionals about OT services to children with a focus on supporting the parents to address or minimise potential of developmental delay in children.
  + Contribute to the training and education of other staff.
  + Actively participate in education and in-service programs, both internally and externally.
  + Maintain and enhance professional skills and knowledge by actively pursuing self-development opportunities through further education, courses and seminars.
  + Be available as a resource person in matters relating to OT, for other team members

1. **Other Duties and Requirements**

* Be willing and able to work flexible hours, including mornings, afternoon and evenings.
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.