

Job description

**Position: Occupational Therapist (NPA Accessor)**

**Division: Therapy and Support Services**

**Reports To: Program Manager Job Access (NPA) and Manager Therapy and Support Services**

**Direct Reports: None**

**Level: 5/6/7**

**Agreement: VisAbility (Inc.) Enterprise Agreement 2014 - 2017**

**Position Summary:**

The position provides effective, efficient and responsive services to meet the needs of consumers with respect to professional Occupational Therapy services, including, but not limited to:

* Information and referrals
* Assessments and advice to enhance activities of daily living
* Assessments, advice and access support related to aids, equipment and assistive technology
* Assessments under the Job Access National Panel of Assessors for supported wage, ongoing support and workplace modifications
* Other practical support consistent with VisAbility’s mission, vision and values.

# Our vision for independence

**Belonging**

We welcome everyone. We believe in a world where everybody is equal, everybody is included, everyone has something to offer.

**Visible**

Everything we do is transparent. We have integrity. We can be trusted. We want to be seen.

**Empathy**

We are with you, and will lift you. We understand you, we are curious and compassionate. We have the vulnerability we need to stand alongside you.

**Greatness**

We are giants in our domain, the best at what we do. We lead, we achieve, and we break new ground. We have a depth of knowledge that is unparalleled.

**Opportunity**

We believe in abundance, diversity, a world where people can participate to their fullest abilities. A world that keeps creating, forever realising new avenues for people of differing abilities to flourish.

## We Aspire To

* Create a positive environment through our interactions with others
* Promote honesty by having moral and ethical principles
* Practice decision making with confidence
* Build trust through personal leadership
* Embrace change and be solution focused

## We Strive To

* Continually pursue excellence and use best practice procedures
* Always act with respect and dignity toward others
* Engage in honourable conduct
* Be accountable for our actions
* Act professionally in all situations, especially when publicly representing our organisation
* Achieve our personal and work goals
* Take a proactive approach to coaching, learning and sharing knowledge

# Key responsibilities and accountabilities

Contribute to an integrated and seamless model of service which reflects best practice in the provision of individualised services and person-centred approaches through the delivery of relevant therapy services.

* Monitor and evaluate the provision of individualised and person-centred services and supports to ensure adherence to the policies, procedures and standards of VisAbility and relevant contractual obligations
* Using a consumer centred approach undertake clinical assessment of functional independence, program development, implementation, management and evaluation of individual services, including the prescription and recommendation of specialised assistive technology equipment and aids, as required
* Undertake Ongoing Support Assessments to ascertain a participant’s ongoing support needs through interviews with program providers, participants and their employers along with reviewing relevant documents; compile a report of recommendations.
* Undertake Supported Wage Assessments to ascertain a participant’s productivity on the job, complying with associated industrial relations requirements, compile and lodge wage assessment agreements and reports to relevant parties including Fair Work Australia, the employer, participant and DES provider.
* Qualified Occupational Therapists only: Working within an evidence based model, undertake Worksite Assessments to recommend work related modifications and services to improve workplace accessibility for people with a disability.
* Maintain timely and accurate records and related assessments, case plans and documentation of services
* Work to strict deadlines and provide complete and comprehensive reports to substantiate assessments.
* Report to the Manager any issues relating to or impacting upon service provision for areas of responsibility
* Contribute to the wider OT profession by undertaking coaching and mentoring of students as directed
* Other duties as required.

# Skills and attributes required

## Essential:

* Appropriate Tertiary Qualification (Occupational Therapy).
* Sound knowledge of current philosophy, legislation, standards and policies relating to disability and aged community care services in both the state and national arena.
* Demonstrated understanding and practice of a person centred approach
* Highly developed interpersonal skills.
* Excellent communication and analytical skills with respect to the preparation of complex submissions.
* Ability to understand and utilise communication strategies and tools.
* Demonstrated innovative approach to service delivery.
* Previous experience in a similar role within the disability and/or health- related sectors is preferred.
* Understanding of the Disability and Community Sectors and in particular knowledge related to disability and aged care consumer directed care and the application of person-centred practices
* A current driving license.

## Desirable:

* Previous experience and knowledge in working with individuals with disability, vision impairment or acquired brain injury.
* Demonstrated experience in the recommendation and prescription of assistive technology equipment and aids
* Previous experience in Supported Wage Assessments, Ongoing Support Assessments, Workplace Modifications.
* Previous experience with Disability Employment Services or Vocational Rehabilitation Services.

| Name: |
| --- |
| Signature: |
| Date: |