

**Position Description**

# Paediatric Occupational Therapist

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

Utilise specialist knowledge and skills to provide assessment; independent living skills training and intervention strategies; recommendations; reports and service coordination for clients in order to assist in achieving in achieving equity and access for children who are blind or have low vision. OT services are provided to clients predominantly between the ages of 0–18, their carers and families. OT services may be provided across different age groups, when required.

## Context

Vision Australia exists to support people who are blind or have low vision to live the life they choose. Vision Australia provides services to more than 32,000 clients from 28 Vision Australia sites in NSW, ACT, Queensland and Victoria and 29 clinics as well as outreach services to the Northern Territory and Tasmania.

## Principle Responsibilities

* In consultation with clients and their families, plan, develop, deliver and evaluate individual or group specialised services in line with clients needs identified throughout the assessment process.
* Assess the client's capacity to independently participate in activities of daily living, including self-care skills, learning and education, and play and recreation.
* Provide both individual and group OT training/intervention programs to achieve maximum independence and participation in activities appropriate to the client’s developmental level.
* Assess and train clients in the use of assistive devices and equipment to enhance access to developmentally appropriate activities.
* Assess, plan and coordinate environmental and/or task modifications according to client’s needs.
* Provide low vision advice as required.
* As required, act as the key contact worker to coordinate the provision of services internally to clients and to liaise with external service providers to achieve desired outcomes for clients.
* Identify, develop and review information and resources; promote and represent Vision Australia services in relevant forums; and develop and maintain internal and external networks.
* Monitor and maintain accurate, up to date client records in accordance with professional standards, Vision Australia policy and procedures and relevant legislation.
* Continuous professional development including keeping up to date with new research and maintaining skills & knowledge level.
* Work collaboratively and proactively with service delivery staff, Regional Practice Leaders and Regional Managers to provide transdisciplinary, holistic services for Vision Australia clients;
* Other duties as required by the Regional Manager.
* Maintain a safe workplace by ensuring staff, volunteers and clients receive adequate information, training and instruction on WHS. Provide adequate supervision to all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Qualification in Occupational Therapy.
* Current registration with Australian Health Practitioner Regulation Agency (AHPRA).
* Knowledge and skills in working with children and families.
* Experience in providing client support and OT services in person and/or through other communication mediums.
* Training and intervention strategies for individuals and groups.
* Strong planning skills including sound time management skills.
* Well-developed analytical and problem solving skills.
* Ability to work as part of a team and independently as required.
* Ability in establishing and building positive working relationships at all levels.
* Excellent interpersonal and written communication skills.
* Computer literacy skills in Microsoft applications and the internet.
* Empathy and emotional maturity.
* Ability to adapt to changes in the work environment.
* Experience in service coordination/ case management (desirable)
* Experience in working with children and/or adolescents with disabilities (desirable)
* An understanding of the impact of blindness and low vision (desirable).
* Experience working with families from culturally and linguistically diverse backgrounds (desirable)

## Desirable Competencies

* Experience in service coordination/ case management
* Experience in working with children and/or adolescents with disabilities

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time. <only applicable to manager roles;

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check and a Working with Children

## Role Scope

**Reports to: Regional Manager**

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.