# Position Description

# Orthoptist

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

## Purpose of Position

## The key purpose of this position is for Orthoptists to utilise their specialist knowledge and skills to provide assessment; training; intervention strategies; and service co-ordination, to enable clients to maximise the use of their residual vision and to assist in achieving equity and access for people who are blind or have low vision. Orthoptic services are provided to clients of all ages, carers and families.

## 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 as well as outreach services to the Northern Territory and Tasmania.

## Principle Responsibilities

* Utilise a person-centred and strengths based approach, providing services that focus on client’s needs and goals;
* Provide functional vision assessments and recommendations that address the priorities of clients of all ages, supporting them to make the most effective use of their vision; this includes the use of low vision aids, lighting and other specialist equipment
* Provide information to clients and their carers/family about eye conditions, appropriate to their needs;
* Prepare clinical and functional vision assessment reports as requested by clients and/or third parties;
* Provide quality on-the-spot information, demonstration, sales assistance, post- sales support, and troubleshooting/repairs on equipment for internal and external customers;
* As required, act as the Primary Service Provider to coordinate the provision of services internally to clients and families 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 regarding Orthoptic issues in relevant forums; develop and maintain internal and external networks. Provide professional development as appropriate to relevant parties.
* Monitor and maintain accurate, up to date client records in accordance with professional standards, Vision Australia policy and procedures and other relevant legislation including Disability Act.
* Continuous professional development including keeping up to date with new research and maintaining skills & knowledge level.
* Support student supervision and collaboration with learning institutions universities e.g. universities, peak bodies.
* Other duties as required by the Regional Manager.
* Assist with maintaining a high standard of safety at Vision Australia by following all safety procedures at all times and acting safely, not putting yourself or other people at risk by your actions or omissions. Ensure that all work performed is in accordance with Vision Australia policies & procedures.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process. Vision Australia aims to achieve a minimum 70% Productivity target and an 85% Activity target.

## Essential Job Competencies

* Approved qualifications in Orthoptics as recognised by the Australian Orthoptic Association
* Registration with the Australian Orthoptic Board (Professional Body Registration where applicable i.e. Occupational Therapist needs AHPRA registration)
* Knowledge and skills in working with children, adults and older adults.
* Experience in providing client support and Orthoptic 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.
* An understanding of the impact of blindness and low vision (desirable).
* Experience working with families from culturally and linguistically diverse backgrounds (desirable).
* Previous experience in complex equipment prescription and report writing (desirable)
* Previous experience working within an insurance model (desirable)

## 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;

* 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 Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

**Reports to: Regional Client Services 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.

END