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| POSITION INFORMATION | |
| **Position Title:** | Occupational Therapist Grade 2 |
| **Position Term:** | Fixed term contract until June 30 2020 |
| **Hours:** | 38 hours per week |
| **Award:** | Health Professionals Services Award |
| **Location:** | The Service currently has sites at Belgrave, Healesville and Lilydale. This position will be based primarily at Lilydale but may also work at other sites within the community. |
| **Team:** | Primary Care |
| **Reports To:** | Clinical Operations Manager – Allied Health & Nursing |
| **Date:** | September 2018 |

About Inspiro

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community. Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, and work to provide individuals and communities the care necessary to lead healthier lives.

**Our Vision:**

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

**Our Values:**

*Friendly:*we offer a welcoming and accessible place where people are treated with respect and dignity.

*Client centred:*We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

*Local:*we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

Position Summary

The position of Occupational Therapist aims to work with clients with a range of physical, cognitive, social, emotional and mental health issues, to maximise their capacity to participate in a range of activities of daily living. The Occupational Therapist will be involved in the implementation of the restorative and re-ablement approach under the Commonwealth Home Support Program and will support NDIS participants to achieve their goals via their service agreements.

The position aims to provide evidence based, high quality, safe, patient/client centred care that meets current professional best practice standards.

Position responsiblities

Inspiro has as a principle part of its philosophy an emphasis on illness prevention, early intervention and health promotion. To achieve this, this role will work co-operatively within a team of dedicated professionals, to provide high quality, comprehensive and multi-disciplinary health services.

**Clinical Service Delivery**

* To provide a general Occupational Therapy service to clients of Inspiro, in line with all policies, procedures and guidelines for practice
* To ensure clinical service includes assessment, treatment, prevention/education and appropriate referral where necessary - e.g. to the G.P., RDNS and/or other services
* Following assessment, make applications when required to appropriate funding bodies (e.g. SWEP, NDIA) including completion of all required documentation
* Plan interventions with clients that reflect the needs of the client whilst aiming to promote independence and enhanced quality of life
* Provide services in the Centre, in the client’s home or within the community
* Participate in planning delivery and evaluation of group programs as appropriate
* Maintain appropriate standards of professional conduct and a high standard of Occupational Therapy through training, networks and appropriate memberships.
* Ensure that equipment and facilities are safely utilised and maintained in good repair
* Ensure adequate direction, training and support for the volunteers, allied health assistants staff and students involved in the delivery of individual and group services within the Occupational Therapy program.
* In conjunction with other staff of the Service and/or staff of other agencies, develop, promote and implement program activities with the aim of promoting a multi-disciplinary and/or multi-agency approach to health care.

**Teamwork, Quality Improvement and Professional Development**

* Participate in team and service planning, health promotion activities, policy development and other project activities as required.
* Participate in Inspiro’s continual quality improvement program including the development of new practice models and community development approaches.
* Be committed to ongoing professional development and undertake annual mandatory training. Keep up to date with developments and trends within Community Health.
* Support and value diversity at all levels within the organisation and in all services that we provide by being respectful and appreciating individuals’ emotional, intellectual, physical, spiritual and experiential differences and uniqueness.
* Ensure Inspiro’s services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.

**Occupational Health and Safety**

* Comply with best practice infection control guidelines.
* Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.

Performance objectives and indicators

* Achievement of a minimum of 6 direct/indirect client contact hours per 7.60 hour day.
* Demonstrate evidence of participation in team meetings and secondary projects as set in annual work plan
* Minimum of 3 new clients per week.
* Comply with agreed throughput targets.

Key selection criteria

* Demonstrated experience and skill in a wide range of clinical assessment procedures, treatments and activities
* Experience in working with a broad client base, with a range of functional impairments.
* Demonstrated experience in the provision of occupational therapy service within a community-based area of practice, in particular assessment and prescription for wheelchairs (manual and electric), hoists, bathroom modifications and a variety of other safety and assistive equipment
* Experience in working with the NDIS would be an advantage.
* A working knowledge of current building practices associated with home modifications is desirable
* Well-developed communication and interpersonal skills
* Current Victorian Driver’s License and ability to drive a range of vehicles
* Current Working with Children’s Check valid for employment purposes.
* Registration with the Statewide Equipment Program (SWEP) as amber or red prescriber

**Qualifications**

* Degree or post-graduate diploma approved by OT Australia
* Currency of registration with AHPRA as Occupational Therapist

Employment is subject to a police check and a Working with Children Check. Persons who have worked overseas may be required to obtain an international police check.

Acknowledment

I acknowledge and agree with the above position description.

Signed:

Employee Name: Date: