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| POSITION INFORMATION | |
| **Position Title:** | Paediatric Occupational Therapist, Grade 2 |
| **Position Term:** | 12-month maternity leave position |
| **Hours:** | Full-time 38 hours per week |
| **Award:** | Health Professional Services Award (HSUA 3). |
| **Location:** | The Service currently has sites at Belgrave, Healesville, and Lilydale. This position may be based at the above or at other sites within the community. |
| **Team:** | Primary Care |
| **Reports To:** | Clinical Operations Manager – Counselling & Child Youth Services |
| **Date:** | June 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 purpose of this position is to provide a range of prevention, early intervention and clinical services to the community that include individual and group programs. Services are aimed at assisting children with mild to moderate learning and developmental difficulties to realise their academic and social potential and to positively participate in family, school and community life. This position is primarily aimed at services for preschool children but may include some service to children in the early years of primary school.

The position aims to provide evidence based, high quality, safe, child and family centred care that empowers families to support the development of their child and meets current professional best practice standards. The position will also include delivering services via alternative funding models such as MBS or private.

Position responsiblities

Inspiro has as a principle part of its philosophy an emphasis on illness prevention, early intervention and health promotion. To active 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**

* Provide a high quality family-centred, child-focussed occupational therapy service to children with mild to moderate developmental difficulties and their families.
* Ensure provision of a clinical service to children with a variety of developmental disorders, which includes assessment, treatment, prevention/education and appropriate referral where necessary.
* Work in partnership to build capacity and enable parents to actively participate in their child’s learning and development program.
* Develop, implement and evaluate therapeutic groups and programs for children.
* Ensure adequate direction, training and support for other team members including the allied health assistant staff and volunteers involved in the delivery of individual and group services within the paediatric occupational therapy program.
* Advocate for clients in obtaining funding (e.g. CDA, Educational funding) or in dealing with health and education agencies when necessary, including completion of all required documentation
* Provide services onsite, on a domiciliary basis and within the community.
* Network with other agencies in order to support and advocate for / on behalf of clients and their parents/caregivers.
* Develop and implement program activities with the aim of promoting a multi-disciplinary and/or multi-agency/community based organisational approach to health care.
* Plan and evaluate all multi-disciplinary team group initiatives.
* Partner with community-based organisations to enhance the sustainability of Inspiro-initiated programs.
* Record statistical data and maintain client records
* In partnership with primary school educators, assess, plan and provide high quality occupational therapy services to prep and grade one level school – aged children who have been identified and assessed as having delayed fine motor skills and/or handwriting performance challenges.
* Provide targeted, evidence – based therapeutic intervention to facilitate student participation and occupational performance within the school environment.
* Consult with primary school educators and other team members to support transfer of skills in the areas of fine motor skills and handwriting.
* Adapt and modify the school environment, including upskilling educational staff, to facilitate children’s occupational performance within the classroom environment and to support students to participate as independently as possible within the school environment.

**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.
* Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro’s commitment to cultural diversity and inclusiveness
* 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

**Performance Targets**

* Achievement of 6 billable hours per 7.6 hour day
* Average of 5 sessions per day
* Average of 4 new clients per fortnight

**Practice Framework**

* Compliance with Inspiro Paediatric service model and practice framework
* Compliance with APHRA, credentialing and accreditation requirements
* Compliance with Inspiro policy and procedures
* Compliance with documentation and data reporting requirements
* Compliance with file audits and peer review

**Quality Improvement and Evaluation**

* Evidence of participation in quality improvement activities
* Evidence of participation in professional development activities relevant to the position
* Review programs and groups annually

Performance objectives and indicators will be discussed with your manager and a workplan developed.

Key selection criteria

**Qualifications, knowledge and experience**

* Tertiary degree or post-graduate diploma approved by the Australian Association of Occupational Therapists.
* Current registration with AHPRA as Occupational Therapist.
* Experience and/or placement with children’s services that explore developmental difficulties with families, preferably within the primary health sector.
* Excellent interpersonal skills and ability to communicate with children and families in a range of settings.
* Demonstrated capacity to work autonomously and within a multidisciplinary team to provide high quality evidence based services
* Ability to manage time effectively, to prioritise tasks, and manage client files, waitlists and reporting requirements.
* Ability to build new partnerships and participate in established early childhood networks.
* Current Victorian Driver’s Licence and the ability to drive a range of vehicles as required
* Current Working with Children’s Check valid for employment purposes.

Employment is subject to a police 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: