



FACILITATRIX

JOB DESCRIPTION: Occupational Therapist

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Provides occupational therapy services and specialist support for children and adults, including those with a variety of cognitive and/or physical disabilities.

Develops and administers comprehensive assessments and designs, implements and evaluates appropriate therapeutic interventions.

Trains staff and/or carers (including family members) in relation to implemented occupational therapy interventions.

JOB TITLE: Occupational Therapist

JOB TYPE: Employment is available on a part time, full time or casual basis, dependent on the preference of the candidate. Hours of work to be negotiated on an individual basis as the need may arise.

LOCATION:

Primarily this position will provide the flexibility to work remotely, with the need to engage in work at various locations across the Perth Metropolitan area, as required.

Work outside of the metropolitan area may be required from time to time and will be negotiated between the employer and the employee.

SUPERVISOR/MANAGER:

This position reports directly to the Clinical Lead, Occupational Therapist.

MAIN DUTIES/RESPONSIBILITIES

Clinical

- Provides occupational therapy services including assessment, intervention and evaluation and provides a consultation service on request.
- Establishes a positive working relationship with clients and their families based on trust and respect;
- Completes clinical documentation, including writing reports and maintaining accurate records in accordance with agency procedures/management requirements and undertakes administrative tasks as required;
- Provides training and support to agencies, staff and carers (including family carers) supporting individuals for whom occupational therapy interventions have been developed and implemented;
- Works as part of a multi-disciplinary team, including attendance at staff meetings and undertaking organisational training and development opportunities as required; and
- Participates in ongoing evaluation of clinical practice.

Education/Training/Research

- Engages in continuing professional development/education and ensures continuous eligibility for the Occupational Therapy Board of Australia;
- Participates in supervision, professional development and clinical consultation activities with direct line manager; and
- Assists with supervision and development of support workers, other staff and students as directed by management staff.

Governance, Safety & Quality Requirements

- Maintains a clean and safe workspace, and ensures compliance with all workplace health and safety policies and procedures;
- Abides by organisational policies & procedures;
- Actively participates in policy review, risk management and occupational health & safety matters;
- Completes mandatory training as relevant to the role;
- Demonstrates a commitment to continuous service improvement; and
- Abides by Occupational Safety and Health legislation, the *Disability Services Act*, the *Equal Opportunity Act* and any other legislation relevant to the position.

Other

- Other tasks as required by management staff.

COMMITMENT TO FACILITATRIX'S MISSION & VALUES

All staff employed by Facilitatrix are required to demonstrate a commitment to the organisation's *Mission, Purpose & Values* and to abide by the *NDIS and Staff Code of Conduct* and all relevant policies and procedures.

It is also a condition of employment for all staff that they commit to the following:

- Promoting equality and diversity within the workplace
- Maintaining the confidentiality of other staff and service users and abiding by relevant provisions of the *Privacy Act 1988 (Cth)*
- Actively participating in the development of a sustainable quality assurance framework for service users
- Actively participating in processes concerning Workplace Health & Safety and Risk Management

SELECTION CRITERIA

Minimum Essential Requirements

Qualifications:

Tertiary qualification in Occupational Therapy and eligible for registration by the Occupational Therapy Board of Australia.

Experience:

- A minimum of 2 years' experience working as an Occupational Therapist; and/or
- A minimum of 2 years' experience working with disadvantaged client groups within the aged care, disability or mental health sectors.

Skills:

- Demonstrated knowledge and skills in assessment, treatment and evaluation within Occupational Therapy practice, including the ability to undertake vocational functional assessments.
- Demonstrated ability in applying time management and organisational skills when planning, providing and monitoring Occupational Therapy services within a designated caseload.
- Demonstrated effective interpersonal, written and verbal communication skills.
- Demonstrated ability to work effectively in a multidisciplinary team setting.
- High level of professionalism and outstanding work ethic.
- Commitment to improving the lives of vulnerable people, including the aged and those with disabilities and/or mental health issues.
- Ability to work with people from diverse backgrounds with compassion and empathy and without judgment for their lifestyle choices, personal preferences and values.
- Ability to work well both autonomously and as part of a multi-disciplinary team.
- Ability to achieve excellent outcomes based on individual needs.

Other:

- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Desirable Selection Criteria

- Knowledge of NDIS.
- Knowledge of quality improvement principles.

RATE OF PAY

As part of Facilitatrix's commitment to attract and retain high quality, experienced staff the rate of pay applied to this position will be higher than the equivalent award rate for a Level 2 – Level 3 Occupational Therapist employed under the Health Professionals and Support Services Award 2010 [MA000027]. The rate of pay will reflect the individual's level of experience.

The rate of pay also reflects the requirement of the position to work across a variety of locations and maintain a home office including computer, mobile phone and internet access.

APPOINTMENT PRE-REQUISITES

Appointment is subject to:

- Registration with the Occupational Therapy Board of Australia must be provided prior to commencement
- Working with Children Check (WWCC), compulsory check for people who carry out child-related work in Western Australia
- NDIS Worker Screening Clearance
- Current C or CA Australian Driver's Licence
- COVID Vaccination 1st & 2nd Certificates - or a medical exception certificate

- Access to a reliable motor vehicle and appropriate motor vehicle insurance to use that vehicle for work purposes
- Access to home office
- Completion of 100-point identification check
- Satisfactory reference checks