

## Occupational Therapist - Level 1

<b>Position Level</b>	Team Member	<b>Department</b>	Client Services
<b>Location</b>	Adelaide	<b>Direct/Indirect Reports</b>	Nil
<b>Reports to</b>	Clinical Services Manager		

### ■ Position Level Descriptor

An individual at the Occupational Therapist Level 1 is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis.

### ■ Position Summary

The Occupational Therapist (OT), is a specialist resource for Guide Dogs SA/NT and will demonstrate the skills and attitudes to develop occupational therapy service offerings to meet the needs of GDSA/NT clients and customers. Services will include assessment and implementation of programs clients in hospitals, home, and community settings.

### ■ Position Responsibilities

#### Key Responsibilities

##### Client Management

- Work collaboratively and supportively in a multidisciplinary team to deliver, contribute to the delivery of appropriate Occupational Therapy and other Vision related Programs for clients by exercising professional judgement within prescribed areas under guidance from Senior and Principal Clinicians.
- Develop and demonstrate competence in conducting client assessments and evaluations, goal setting, program planning and service delivery.
- Promote client choice and control to support co-designing individualised client goals and program development.
- Provide information to clients, their families and relevant networks to enable informed decision making and support dignity or risk.
- Deliver education opportunities for a range of stakeholders, including universities, using generalist knowledge and prepared materials.

## Compliance and Administration

- Meet KPI's that align to organisational requirements and the role, whilst maintaining quality service and outcomes
- Working to set KPI's in connection with billable hours through various funding channels to develop ability to achieve 70% billable hours, or as agreed with direct manager.
- Identify and advocate for clients to maintain or achieve additional funding that supports their ongoing care and supports independence.
- Autonomously manage client case load under guidance from senior clinician(s)/ principal clinician
- Ensure client notes are entered and maintained to Allied Health Professional standards and timeframes to ensure client records are up to date to support ongoing quality care.
- Follow Guide Dogs SA/NT defined policies, procedures and guidelines.

## Continuous improvement and Development

- Pro-actively identify opportunities for, and participate in continuous improvement projects under general supervision.
- Contribute to business development opportunities by providing education, developing networks and referral pathways, and developing and maintaining collaborative and mutually beneficial partnerships with relevant agencies and stakeholders.
- Utilise opportunities, such as team meetings, teams channel and Senior OT support to seek confirmation or raise technical client queries and challenges.
- Undertake research, small projects and preparation of statistics and materials as required.
- Monitor services and resources and collect data to ascertain unmet needs and measure the effectiveness of services and supports.
- Assist in the development of proposals, grants and other reports.

## Other responsibilities

- Pro-actively develop and maintain strong internal and external relationships including those with clients, volunteers and other key contacts to strengthen brand awareness and ensure a collaborative working environment.
- Accept responsibility for own safety in the workplace and when working in the field and take appropriate remedial action when hazards are observed.
- Contribute to specific change management strategies as required.
- Any other duties as required.

## Professional Development Responsibilities

- Maintain AHPRA required hours of continuing professional development, and support co-workers in their CPD requirements through sharing knowledge and information to other clinicians within the team and broader organisation.
- Participate in supervision from Level 2 and Level 3 Occupational Therapists or other identified alternative senior clinician.
- Proactively participate in Individual Development Plan process, developing personal/professional goals, contributing to team/organisational objectives in consultation with Supervisor.
- Support the professional/clinical supervision to undergraduate Occupational Therapy Students during placement.

## WHS

As an employee of GDSA/NT, you shall take reasonable steps to:

- Ensure the health and safety of yourself and others at all times;
- Comply with all GDSA/NT policies, procedures and reasonable instructions as advised, and;
- Participate in, and contribute to, all health and safety:
  - training;
  - forums for consultation;
  - risk assessments;
  - inspections and/or audits;
  - investigations, and/or;
  - other related activities, as advised.
- Report hazards, incidents and near misses to your Leader as soon as practicable, and within 24 hours, and;
- Demonstrate a commitment to fostering a positive, proactive work culture, particularly in relation to health and safety management.

## ■ Position Selection Criteria

### Technical Competencies

- Demonstrated experience in assessing vision, prescribing assistive technology and therapy, and understanding the impact of vision loss on individuals, their family and/or carers.
- Knowledge of Vision development is desirable.
- Skills in software relevant to the area of practice.
- Demonstrated knowledge of relevant disability legislation included that related to duty of care, access rights, privacy, confidentiality and mandatory notification.

### General Competencies

- University graduate to 2 years' experience in general Occupational Therapy practice, may be developing specialisation.
- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds.
- Advanced written and verbal communication skills.
- Ability to be creative, innovative and flexible and readily accommodate change.
- Analytical, problem solving and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Ability to design, implement, monitor and evaluate consumer focused vision rehabilitation programs by applying thorough and professional knowledge of Occupational Therapy theories and methodologies.
- Knowledge of the NDIS – desirable.

### Qualifications/Licenses

- Relevant tertiary qualifications in Occupational Therapy - essential.
- Occupational Therapy Registration with the Australian Health Practitioner regulation Authority (AHPRA) – essential.
- SA Driver's License or equivalent.
- Senior first aid and RRHAN-EC – current or willingness to update.



## ■ Guide Dogs Association of SA/NT Inc. - Values

### **Achievement | Delivering outcomes**

- Delivering our services to the highest possible standard
- Delivering results that have value for customers
- Delivering on time as promised
- Recognising and celebrating achievements
- Holding ourselves accountable.

### **Collaboration | Actively engaging with others**

- Working together to achieve our goals
- Working in partnership with other teams
- Seeking the input of others in matters that impact them
- Sharing our expertise and knowledge freely
- Actively listening to others.

### **Integrity | Ethical, honest and respectful**

- Respecting the uniqueness of individuals
- Transparent in our communication
- Acting in the best interests of customers
- Doing what we say we will do
- Non-judgemental in our dealings with others.

### **Fun | Creating an energetic, enjoyable place for ourselves and others**

- Showing enthusiasm for what we do
- Balancing life and work
- Contributing to a vibrant working environment
- Supporting and encouraging one another
- Creating opportunities for celebration and camaraderie.

### **Innovation | Forward thinking**

- Open to new ideas
- Solutions-focused
- Taking responsibility for developing ourselves
- Proactively seeking new ways to create value for customers and the organisation
- Continually looking for ways to improve our services.