

Position Description

Position Title:	Therapy Assistant
Division:	Operations Support & Specialist Services
Reporting To:	Service Manager
Direct Reports:	Nil

ABOUT NORTHCOTT:

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW, QLD, and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,600 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity

Position Description

KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

Northcott Therapy provides therapy support for children and adults with a variety of disabilities and their families across a range of services.

The objectives of the service are to:

- Improve or maintain an individual's functional capacity
- Support families/carers and education staff to assist individuals to achieve their goals
- Provide developmental opportunities to children and young people with a disability
- Enable people with a disability to be as independent as possible in their environment

KEY OBJECTIVE OF THE POSITION:

Assist in the implementation of therapy programs for an individual and or group under the direction and direct supervision of a therapist.

PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- Strong organisation and time management skills.
- Competency in the use of computers and computer programs including Microsoft Word, Excel and Outlook.
- Awareness of the National Disability Insurance Scheme.
- Ability to work independently and under the direction of other
- Genuine interest, passion and commitment to the human services industry.
- Strong commitment to the rights of people with a disability
- Ability and willingness to undertake travel across QLD/NSW/ACT when required.

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- Completed a Certificate IV Allied Health Assistant or be enrolled in (at least) an allied health related bachelor qualification.
- Experience working with people with disabilities is desirable
- Current driver's license (at least P2) and ability to drive

DELEGATION LEVEL

- NIL

CORE COMPETENCIES OF THE ROLE

Clinical

- To complete and/or follow delegated therapy interventions/programs with customers once trained to do so.
- To liaise with the therapist as necessary regarding a customer's therapeutic interventions and their progress
- To set up and support customer use of mobility aids and equipment once trained to do so
- To complete customer progress notes in an accurate and timely manner
- To organise and prioritise own delegated workload
- To work effectively with various members of the therapy team
- To demonstrate computer literacy skills

Time Management

- Makes effective use of time and facilities
- Meets deadlines in an organised and timely manner
- Maintains a clear understanding of daily tasks

Communication

- To communicate efficiently and effectively with the treating therapist
- Communicates in an effective way to encourage and motivates customers
- Completes all progress notes and discusses any concerns with the therapist in a timely manner
- Demonstrates an understanding of social, psychological and emotional issues that may impact on a customer
- To form a therapeutic rapport with customers and their families/carers
- To maintain a positive attitude

Professionalism

- Displays a professional attitude with regards to oral and written communication
- Dresses appropriately and professionally for therapy sessions
- Demonstrates effective time management skills
- Participates in supervision and ongoing training, as required

DUTIES

The typical duties of this position include:

1. To work under the direct supervision and guidance of a therapist in the delivery of therapeutic intervention.
2. Implement programs with guidance and training from allied health therapists (Speech Pathologist/ Occupational Therapist/ Physiotherapist and other staff as directed).
3. Prepare resources/ materials for therapy sessions.
4. Provide detailed feedback on progress of a therapy program to the relevant therapist(s).
5. Cleaning of equipment and toys following use.
6. Provide support to a range of therapy groups and therapist led training sessions.
7. To attend discipline specific meetings and other Northcott / Montrose meetings when required.
8. To attend professional development activities as appropriate.
9. Adhere to Northcott policies and procedures.

This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.

NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

Please forward a signed copy to Human Resources.