

POSITION DESCRIPTION

Occupational Therapist

Division:	Specialist Services
Department:	Therapy Services
Job Profile:	SPS Level 7-8
Banding or Award:	Health Professionals and Support Services Award, Level 1
Reports To:	Manager, Therapy Services

About Us

Ability Options is a not-for-profit organisation that is characterised by a strong Vision, continuous Mission, and universal Values. We keep the people we support at the centre of our hard work by providing Disability and Employment services across NSW. We offer vulnerable people high-quality services that foster their wellbeing and inclusion in the community. We pride ourselves on delivering a person-centred approach, highlighting people's right to both choice and self-determination. We have a passion to make an impact on people's lives. We champion all people to achieve their aspirations and goals, ensuring they are included in their chosen community and have access to a range of opportunities.

The Ability Options workplace is a safe and diverse environment that encourages strong leadership and innovation. People are our greatest asset, as our services create experiences and opportunities for our customers. Our personalised and responsive support is rewarding not only for people using our services, but also for our employees. We work alongside partners who share and exercise our Values of Trust, Inclusion, Respect, Courage and Leadership. Whether it is providing employment opportunities, giving work experience, or assisting people to live in various scenarios, we provide meaningful experiences, and inclusion for everyone.

Our Values



INCLUSION

We **embrace, encourage** and support **diversity** in everything we do



LEAD

We are a sector and service leader by **innovating, improving, and partnering** with others



COURAGE

We **act** on our **values** ensuring they are central to everything we do



RESPECT

We treat our participants, their families, communities, partners and each other with **dignity, appreciation, and recognition**



TRUST

We deliver on our promises, encourage feedback and work with **honesty** and **openness**

Primary Purpose

To deliver best practice Occupational Therapy services in order to support people with their goals for participation and independence.

To provide specialist Occupational Therapy advice and training to people, their families and support networks to support networks to deliver the person to achieve their goals, utilising a variety of therapy networks, including transdisciplinary and inter-disciplinary methods.

Key Accountabilities

Application of Organisation/ Sector Knowledge:

- Understand Ability Options' strategy and the contribution of this role to its success.
- Maintain comprehensive knowledge of Ability Options infrastructure and internal services.
- Maintain up to date understanding of NDIS structure, policies, programs and procedures implication for the role.
- Maintain a working knowledge of:
 - Person centred practices and philosophies
 - Behavioural support best practice
 - Restrictive Practices
 - Disability Service Standards and
 - Disability Inclusion Act 2014 and Disability Service Standards

Planning:

- Plan activities to maximise customer satisfaction and cost efficiency.
- Prepare workshops and individual sessions and carry out details of projects, programs and services.
- Participate in the development of therapy plans to meet participant needs.

Teamwork/Leadership and Culture:

- Be an effective and participatory team member- Performs work in the Ability Options' Way [accountable, empowering, proactive, transparent, cross-functional, continuous improvement, person-centred).
- Trains and coaches direct service providers, volunteers and students, as well as fellow colleagues to demonstrate leadership of Ability Options values within the workplace.

Communication:

- Maintains effective internal and external relationships with key stakeholders.
- Records outcomes.
- Communicates and collaborates with stakeholders to effect best possible outcomes for the clients.
- Escalates problems in a timely manner.

Service Excellence:

- Provide services within professional standards and relevant policy, legislative, regulatory and ethical requirements.
- Provide services that are aligned with best practice and demonstrate innovative clinical practice models.
- Deliver services which meet agreed outcomes.
- Deliver consistent, seamless service excellence that ensures customer satisfaction.
- Recognise and support appropriate referrals for services to both internal and external service providers (eg Specialist mental health services, home modification services etc).
- Manage and resolve complaints according to procedure.
- Delivers services which engage the community and meet service delivery expectations.
- Work collaboratively toward agreed outcomes and provide reviews and reports where required.
- Work collaboratively with the Senior Staff for clinical support and guidance around best practice, assessment and intervention.

Quality- Continuous Improvement:

- Manage a caseload within the guidelines for best practice Occupational Therapy services.
- Assess, diagnose, provide recommendations, monitor and evaluate participants regarding goals and functions impacting on a persons functioning.
- Service delivery is to be in accordance with the Australian Health Practitioner Regulation Authority (AHPRA) Codes, Standards and Guidelines.
- Understands organisational process, escalation procedures as well as quality principles and is able to apply organisational improvement methods as an individual or within team based projects.
- Participate in reviews of service delivery model, professional practices and therapy interventions.

Financial Sustainability/ Value for Money:

- Maintain billable targets set
- Identify opportunities to enhance cost effectiveness, efficiency and effectiveness of services and processes.
- Maximise cost efficiency and deliver on agreed financial outcomes- meet billable hour targets.
- Works with Manager to identify and acquire financially sustainable service opportunities.
- Ensure all Ability Options products/ services provide 'value for money' and do not pose a risk to financial sustainability.

Risk Management/ Compliance/ WHS:

- Ensure Ability Options' Risk Management Framework is applied to all activities and risks mitigated.
- Ensure compliance with all quality, contractual and legislative obligations.
- Ensure all operations are conducted safely.
- Ensure all activities consider and promote the physical and psychological safety of the Ability Options People and other stakeholders.
- Proactively identifies WHS concerns and takes measures to reduce the risk and work collectively to continuously reduce risks in the work environment.

Position Dimensions

- Freedom to Act is subject to Delegation Policy, relevant legislation, regulations, Ability Options policy and procedures and in conjunction with the CEO.
- Exercise judgement and initiative.
- Financial delegations as per Ability Options policy and within agreed budgets.

Key Relationships

- | | |
|---|--|
| • Senior Leadership Team [SLT] | • Parents, families and guardians |
| • Managers | • Government agencies including Public/ Private educational systems and preschools |
| • Employees, Contractors, Volunteers and Students | • Allied Health Professionals |
| • Individual persons | • Customers |

ESSENTIAL CRITERIA

- Relevant tertiary qualification in Occupational Therapy.
- Current membership to Australian Health Practitioner Regulation Agency (AHPRA).
- Knowledge of Keep Them Safe Guidelines and mandatory reporting requirements.
- Knowledge of the Disability Inclusion Act, National Disability Insurance Scheme and current reform in the disability sector.
- Demonstrated ability to complete functional assessments for participation and independence when working with people with complex needs.
- Demonstrated ability to develop plans and programs for individuals with complex needs.
- Ability to provide evidence based services in line with current best practice including the early intervention guidelines and person centred/ family centred interventions, supporting function goal setting and using outcome measures.
- Ability to work with participants across the lifespan including, school aged children, young people and adults.
- Ability to work independently and collaboratively as a member of an interdisciplinary and/or transdisciplinary team.
- High level communication skills and knowledge including reports and progress notes to a professional standard.
- High level interpersonal and relationship building skills to work effectively within the disability sector.
- Current Working with Children and NDIS Workers Check.
- Current Drivers Licence.
- Current First Aid Certificate and CPR.

General Attributes:

- Adaptable and resilient to respond to changing business needs, conditions and work responsibilities that achieve successful outcomes.
- Strategic thinker and ability to collaborate in the design and implementation of a regional strategic plan.
- Outcomes focussed, deliver results and take personal responsibility for the quality, achievement of outcomes and quality of work.
- Effective communication (written and verbal) and be able to convey and adjust ideas and messages in an appropriate manner.
- Highly customer focussed and able to collaboratively build and maintain relationships with internal and external stakeholders.
- Highly organised, self-motivated and ability to effectively manage multiple tasks, priorities and business needs that achieve quality results.

DESIRABLE CRITERIA

- Knowledge of assessments and therapy and knowledge of restrictive practices legislation.

SIGN OFF

Employee Name:		Signature:	
Manager Name:		Signature:	
Date:			

VERSION CONTROL

PD DEVELOPED BY:	Zsuzsanna Kolozsy, HR Business Partner
PD APPROVED BY:	Kelly Kean, Senior Manager – HR Operations
REVIEWED BY HR:	Kelly Kean, Senior Manager – HR Operations
PD EFFECTIVE DATE:	December 2024

