

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

ABOUT NORTHCOTT:

Our Purpose

To build an inclusive society where people can live the life they choose.

Our Vision

We will grow our services because customers choose us as their provider of choice.

Our Core Values

- **Innovative** because we develop new ideas and solutions with creativity in anticipation of changing needs
- **Respectful** because we believe that everyone's voice is unique and that they have the right to be heard
- **Brave** because we have the courage to stand up for people with all abilities even in the face of adversity

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.

Provide support to therapists, particularly in relation to administrative tasks around the intake process, customer's enquiries, management of customer's, equipment and programs and customer's data.

PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- Demonstrated good oral and written communication skills
- 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 others
- Strong commitment to the rights of people with a disability
- Ability and willingness to undertake travel across NSW/ACT when required.

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- Completed a Certificate IV Allied Health Assistant
- Experience working with people with disabilities is desirable
- Current NSW driver's license and ability to drive

CORE COMPETENCIES OF THE ROLE

Clinical

- To complete delegated therapy interventions 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 adapt 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 regular 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 home or school 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. Develop therapy materials e.g. PODD communication books, visual schedules etc.
6. Cleaning of equipment and toys following use.
7. Provide administration and assistant support to a range of therapy groups and therapist led training sessions.
8. To attend regular discipline specific meetings and other Northcott meetings when required.
9. To attend professional development activities as appropriate.
10. 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 adhere to Northcott policies and procedures, in particular:

- Code of Conduct and Ethics
- Discrimination Harassment and Bullying Prevention Policy
- Equal Employment Opportunity Policy
- WHS Policies and Procedures.

For more information, see your manager or refer to the policy and procedures on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

Manager's Signature

Manager's Name

Date

Please forward a signed copy to Human Resources.