



### POSITION DESCRIPTION – OCCUPATIONAL THERAPIST

<b>STATUS:</b>	Full Time – Ongoing  (Part-time or flexible arrangements can be considered)
<b>AWARD &amp; SALARY:</b>	Salary based on relevant section of Health Professional and Support Services Award.  Classifications for years of experience apply.  Salary Packaging in accordance with Public Benevolent Institutions applies.
<b>PRIMARY LOCATION:</b>	Warrnambool
<b>REPORTS TO:</b>	Coordinator Early Childhood Intervention Services

### ORGANISATIONAL CONTEXT

Mpower is a well-established, successful, accredited not-for-profit community-based organisation servicing the population in the south west of Victoria. Mpower has been providing a range of services to individuals and families in the south west for over 40 years.

Established in 1975, the operation of Mpower has grown from a small voluntary service, to an accredited agency employing more than 70 staff and providing a range of support services to over 800 families regionally. Mpower has experienced vast growth in the past 3 years following the introduction of the National Disability Insurance Scheme (NDIS) and the expansion of services.

### PRIMARY OBJECTIVES

Mpower's Early Childhood Intervention Services are provided by a multidisciplinary team including Speech Pathologists, Occupational Therapists, Early Childhood Educators, Behaviour Support Practitioners and Assistants. As an integral part of the team, the Occupational Therapist primarily provides specialist Allied Health services within a Key Worker framework, to 0-7 year old children and families who are accessing the NDIS.

Mpower plans to expand its services in 2021, to be able to offer Occupational Therapy to older children with a disability, to complement the early childhood intervention services and provide a much-needed referral pathway for older children.

### KEY ACCOUNTABILITIES

KEY AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
Provision of Occupational Therapy Services	<ul style="list-style-type: none"> <li>Plan and develop supportive and effective Occupational Therapy services with NDIS participants, in collaboration with their families, carers and other staff</li> <li>Support the implementation of therapeutic support strategies and interventions within the child's home and learning environments, and Mpower programs</li> <li>Build knowledge and confidence in families to enable them to implement strategies after the service is completed</li> <li>Provide high quality assessment and review reports, Family Services Support Plans, and other information as required.</li> <li>With consent, liaise with early childhood and other service providers in relation to child and family needs</li> <li>Demonstrate a high level of professionalism and conduct within the workplace</li> <li>Use best practice principles in service delivery</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated commitment to achieving the best possible outcomes for clients as evidenced by feedback received from all participants</li> <li>Services are developed in line with best practice guidelines in a manner that best represents the needs of participants</li> <li>Services are provided in accordance with all relevant legislative requirements</li> <li>Client records are managed and maintained in a confidential and secure manner in compliance with NDIS guidelines at all times</li> <li>Assessments and reports are delivered within an agreed timeframe of 4 weeks</li> </ul>

**RESPECT**

**EMPOWERMENT**

**QUALITY**

**NEW LEARNING**

	<ul style="list-style-type: none"> <li>• Maintain up to date client files and provide written reports as required</li> </ul>	
Teamwork	<ul style="list-style-type: none"> <li>• Foster close links with other health professionals, both within Mpower, and in other organisations within the community</li> <li>• Participate in team building activities such as team meetings</li> <li>• Actively contribute to peer support and group supervision</li> <li>• Take on the role of Key Worker, and ensure high quality</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at Early Childhood Intervention team meetings, and organisational team meetings as required</li> <li>• Attend discipline specific network meetings</li> <li>• Evidence of strategies and recommendations made for team colleagues</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• Attend regular training to ensure skill and knowledge development</li> <li>• Maintain a current Professional Development Plan</li> <li>• Participate in regular supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Current Professional Development Plan</li> <li>• Supervision Records</li> </ul>
Stakeholder relationships	<ul style="list-style-type: none"> <li>• Internal <ul style="list-style-type: none"> <li>○ Coordinator Early Childhood Intervention</li> <li>○ NDIS Services Manager</li> <li>○ Early Childhood Intervention team members</li> <li>○ Other Managers and staff</li> </ul> </li> <li>• External <ul style="list-style-type: none"> <li>○ Clients – children with disabilities and families</li> <li>○ NDIS Early Childhood Early Intervention (ECEI)Team</li> <li>○ Schools, kindergartens and childcare centres</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated strong professional relationships with internal customers as evidenced by feedback received</li> <li>• Ensure the agency is represented in a highly professional manner and conduct across the agency and community at all times</li> <li>• Demonstrated commitment to achieving the best possible outcomes for clients as evidenced by feedback received from all participants</li> </ul>
Code of Conduct	<ul style="list-style-type: none"> <li>• Develop and maintain sound knowledge of, and commitment to, Mpower’s policies and procedures</li> <li>• Engage in behaviour that treats others fairly, equitably, and not subject to any form of discrimination or harassment.</li> <li>• Demonstrate and abide by Mpower’s core values: Respect; Empowerment; Quality; New learning</li> <li>• Participate in promoting a safe working environment</li> <li>• Demonstrate a friendly and supportive approach to our clients and their families</li> </ul>	<ul style="list-style-type: none"> <li>• Aware of and promotes Mpower’s policies and procedures</li> <li>• Core Values are reflected in decision making and everyday behaviour</li> <li>• Participation and compliance of all occupational health and safety policies and procedures</li> <li>• Customers are always made to feel welcome and supported</li> </ul>

**RESPECT****EMPOWERMENT****QUALITY****NEW LEARNING**

Infection Control	<ul style="list-style-type: none"> <li>• Ensure all practice is conducted in accordance with infection control policies, procedures, and standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Adherence to infection control standards and legislative requirements at all time.</li> </ul>
-------------------	--	--

**KEY SELECTION CRITERIA - SKILLS AND BACKGROUND REQUIREMENTS**

**Formal qualifications**  
 Required – tertiary qualification in Occupational Therapy

**Prior experience and desired skills**  
**Required**

- Demonstrated high level written and verbal communication skills
- Demonstrated skills in assessment, planning and implementation of comprehensive therapeutic intervention plans using evidence-based strategies to meet the specific needs of individual participants
- Demonstrated knowledge and practice of Family Centred Service delivery
- Demonstrated ability to work in a team
- Demonstrated ability to effectively liaise with parents, professionals and universal services
- Excellent time management skills to be able to prioritise caseload and competing interests

**Desirable**

- Demonstrated prior experience working with families and children with disabilities
- Previous experience working in an NDIS-funded service

**Compliance Requirements:**

- Current AHPRA Registration
- Driver’s license
- Current Working with Children Check
- Satisfactory Criminal Background Check
- Satisfactory Disability Workers Exclusion Scheme Check

**SIGNATURES:** We certify that the contents of this position description are a true and accurate reflection of this role:

Position holder: Date: Signature:

Supervisor: Date: Signature:

HR Representative: Date: Signature:

**RESPECT**

**EMPOWERMENT**

**QUALITY**

**NEW LEARNING**