



<b>POSITION:</b>	Occupational Therapist
<b>STATUS:</b>	Permanent
<b>AWARD &amp; SALARY:</b>	Salary based on relevant section of Health Professional and Support Services Award.  Salary Packaging in accordance with Public Benevolent Institutions applies.
<b>CLASSIFICATION:</b>	Based on qualifications and experience
<b>PRIMARY LOCATION:</b>	Warrnambool, Hamilton or Portland
<b>REPORTS TO:</b>	Coordinator Early Childhood Intervention Services
<b>RISK ASSESSED CATEGORY:</b>	Tier 1 – Everyday multiple contacts

#### ORGANISATIONAL CONTEXT

Mpower is a well-established, successful, accredited not-for-profit community-based organisation servicing the population in the South West Victoria. Mpower has been providing a range of services to individuals and families 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 95 staff and providing a range of support services to over 1200 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.

**RESPECT**

**EMPOWERMENT**

**QUALITY**

**CONTINUOUS LEARNING**

**PRIMARY OBJECTIVES**

Mpower's Therapy Services and Early Childhood Intervention Services are delivered by a comprehensive and diverse multidisciplinary team comprising of Speech Pathologists, Occupational Therapists, Physiotherapists, Early Childhood Educators, Behaviour Support Practitioners, and Assistants. As crucial members of these teams, the role plays an integral part in providing specialised Allied Health services within a Key Worker framework to children aged 0-7 and their families who are accessing the National Disability Insurance Scheme (NDIS).

As part of the multidisciplinary team, the role also offers internal consultations and advice to internal key workers, ensuring comprehensive and well-rounded care. Therapy services are extended to older children with disabilities, bridging the gap between early childhood services and creating an essential referral pathway for older children in need.

**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> <li>• Maintain up to date client files and provide written reports as required and Operoo profiles to ensure participant safety</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 always managed and maintained in a confidential and secure manner in compliance with NDIS guidelines</li> <li>• Assessments and reports are delivered within an agreed timeframe of 4 weeks</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> </ul>	<ul style="list-style-type: none"> <li>• Attendance at Therapy Services 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>

**RESPECT****EMPOWERMENT****QUALITY****CONTINUOUS LEARNING**

	<ul style="list-style-type: none"> <li>Actively contribute to peer support and group supervision</li> <li>Take on the role of Key Worker, and ensure high quality communication between all members of the team</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>Executive Manager Disability Services</li> <li>Therapy Services Manager</li> <li>Coordinator Early Childhood Team</li> <li>Therapy Services team members</li> <li>Other Mpower Managers and staff</li> </ul> </li> <li>External <ul style="list-style-type: none"> <li>Participants – children with disabilities and families</li> <li>NDIS Early Childhood Early Intervention (ECEI) Team</li> <li>Schools, kindergartens and childcare centres</li> <li>Referrers</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; Continuous 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>

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>
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**RESPECT****EMPOWERMENT****QUALITY****CONTINUOUS LEARNING**

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

**Mandatory**

- Tertiary qualification in Occupational Therapy
- Current AHPRA registration

**Desirable**

- Demonstrated high level written and verbal communication skills
- Demonstrated ability to work in a team
- Ability to develop and implement comprehensive therapeutic intervention plans using evidence-based strategies to meet the specific needs of individual participants
- Experience in the early childhood disability field and/or experience working with people with a disability and their families
- Excellent time management skills to be able to prioritise caseload and competing interests
- Previous experience working in an NDIS-funded service
- Ability to contribute to a child and young person's safe environment

**Compliance Requirements:**

- NDIS Worker Screening Clearance Check
- Working with Children Check
- Applicable immunisation requirements
- Driver's license

**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: