

POSITION DESCRIPTION

POSITION TITLE	Occupational Therapist		
POSITION OVERVIEW	The Occupational Therapist provides evidence-based assessment, intervention and supports to a range of clients including NDIS participants.		
CLASSIFICATION	WCS Level 5-8	SERVICE LINE AREA	NDIS
EMPLOYMENT TYPE	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> FULL TIME <input checked="" type="checkbox"/> PART TIME	HOURS PER WEEK	Up to 38
LOCATION	Bowes Place, Woden; Callam Offices; Shea St, Phillip		
IMMEDIATE MANAGER	Senior Occupational Therapist, Aged Care and Disability Services		
INDUSTRIAL AGREEMENT	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023.		

REPORTING RELATIONSHIPS

NO OF DIRECT REPORTS	0	NO OF INDIRECT REPORTS	0
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KEY RELATIONSHIPS

INTERNAL	Senior Occupational Therapist & Speech Pathologist; Executive Manager Aged Care and Disability Service; NDIS Business Specialist; Manager, NDIS and Aged Care; multidisciplinary team; direct service staff; Intake and administration staff
EXTERNAL	External referrers; Coordinators of Support; NDIS Participants; Community members; education settings and families

KEY ACCOUNTABILITIES

With supervision/support:

- Provide evidence-based occupational therapy assessment and tailored intervention to a diverse range of clients living with a variety of needs, to enable them to achieve their goals and reach their desired potential.
- Work across a variety of clinical and community environments including service users' homes.
- Co-design individual and group interventions and supports that meet client needs and goals and build the capacity of their support network.
- Effectively and efficiently manage a varied caseload delivered using a variety of service delivery models.
- Build and maintain effective communication channels with participants, carers, other relevant stakeholders and partners.
- Provide guidance and supervision to Allied Health Assistants and/or volunteers.
- Contribute to a robust clinical team by building capacity to meet the needs of service users in the community.
- Participate in team meetings, professional development, organisational activities and community events.
- Identify quality improvement opportunities in conjunction with managers and colleagues.

- Proactively engage in activities relating to compliance with the NDIS Practice Standards and maintain awareness of current legislation.
- Contribute to an innovative and positive customer-centric culture.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Contribute a culture where everyone is valued, respected, and recognised by applying workplace diversity and equity principles.
- Regularly review personal performance and identify learning and development needs.
- The duties may vary in line with operational and business requirements.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> ▪ Current registration with AHPRA as an Occupational Therapist. ▪ Demonstrated minimum one year experience as an Occupational Therapist working with people living with disability or developmental delays. ▪ A commitment to the inclusion, participation, and rights of people with a disability and/or developmental delay. ▪ The ability to work positively and collaboratively within inter-professional teams as well as a demonstrated ability to work independently. ▪ A commitment to evidence-based, person-centred practice. ▪ A commitment to professional learning, reflective practice, and an interest in being innovative with service delivery. ▪ Demonstrated knowledge of or ability to quickly learn about the NDIS environment, systems, and guidelines. ▪ Evidence of strong communication and relationship-building skills. ▪ Hold a current Drivers Licence, have access to a private motor vehicle and willingness to travel to deliver services when required. ▪ Hold a current ACT Working with Vulnerable People clearance and NDIS clearance. ▪ Demonstrated understanding of professional boundaries, privacy and confidentiality.
Desirable	<ul style="list-style-type: none"> ▪ Paediatric experience. ▪ Experience working with people living with a disability.
Other	<ul style="list-style-type: none"> ▪ Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration. ▪ Demonstrate a commitment to WCS's purpose, values and code of conduct at all times.

Document History	Original: February 2024	Revised: MM/YYYY	Version: V1
Employee's signature		DATE	