

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Senior Occupational Therapist		
<b>POSITION OVERVIEW</b>	The Senior Occupational Therapist provides individualised, outcomes focused, evidence-based assessment and interventions to NDIS participants, and other consumers as required. They will assist the Executive Manager in the development, growth and leadership of the Occupational Therapy service as well as the Senior Speech Pathologist in the development of the WCS allied health service.		
<b>CLASSIFICATION</b>	WCS Level 9	<b>SERVICE LINE   AREA</b>	NDIS
<b>EMPLOYMENT TYPE</b>	<input checked="" type="checkbox"/> <b>PERMANENT</b> <input type="checkbox"/> <b>FIXED TERM</b> <input type="checkbox"/> <b>CASUAL</b>		
<b>EMPLOYMENT STATUS</b>	<input checked="" type="checkbox"/> <b>FULL TIME</b> <input type="checkbox"/> <b>PART TIME</b>	<b>HOURS PER WEEK</b>	38
<b>LOCATION</b>	Bowes Place, Woden; Callam Offices; Shea St, Phillip		
<b>IMMEDIATE MANAGER</b>	Executive Manager, Aged Care and Disability Services		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023.		

### REPORTING RELATIONSHIPS

<b>NO OF DIRECT REPORTS</b>	Up to 8	<b>NO OF INDIRECT REPORTS</b>	0
-----------------------------	---------	-------------------------------	---

### KEY RELATIONSHIPS

<b>INTERNAL</b>	Executive Manager Aged Care and Disability Service; Manager, NDIS and Aged Care; Senior Speech Pathologist, multidisciplinary team and direct service staff; administration officers
<b>EXTERNAL</b>	External referrers; Coordinators of Support; NDIS Participants & other clients; schools and universities

### KEY ACCOUNTABILITIES

- Provide individualised occupational therapy 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 interventions that meet participants' needs and goals, including groups and individualised therapy.
- 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 other clinicians, students, and Allied Health Assistants.
- Assist in recruitment and onboarding of therapy and support staff as required.
- Assist in the development of a sustainable Occupational Therapy service model, which may include consideration of other service types such as MBS and fee for service.
- Contribute to the development of 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 and lead quality improvement and audit processes 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.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Regularly review performance and identify learning and development needs.
- The duties may vary in line with operational and business requirements.

### EXPERIENCE & QUALIFICATIONS

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

<b>Document History</b>	<b>Original:</b> August 2023	<b>Revised:</b> June 2024	<b>Version:</b> V3
<b>Employee's signature</b>		<b>DATE</b>	