

Position Description Occupational Therapist

Position	Occupational Therapist
Reports to	Denise Cran, Director / Principal Psychologist
Conditions of service	Casual with view to permanency (Would also consider sub-contracting)
Length of Position	Ongoing
Location	Western BACE, 222 Ferris Road, Melton South Travel will be required for out of office appointments and group work
Last reviewed by	Denise Cran, Director / Principal Psychologist, May 2018

About Discovering Strength

Denise Cran has been a registered Psychologist since the year 2000. As the founder of Discovering Strength, Denise is passionate about helping people with additional needs. She has always worked providing services to this population, targeting those who primarily live in the Western suburbs.

Discovering Strength is committed to providing cost effective services to children, adolescents, adults and their families. A community minded framework has been adopted working closely with schools, community programs, small business and other professionals. In addition to assessment and therapy, Discovering Strength provides opportunities for social skill development through group programs. It currently also operates a specialised Karate program for children with additional needs and a Technology group.

What can an Occupational Therapist expect working with Discovering Strength?

- Regular supervision will be provided however our team makes opportunities available for informal discussion and debriefing.
- Discussion around payment of discipline specific supervision dependent on employment arrangement.
- Flexibility to work the hours that suit you and to complete administration at home.
- Access to resources. Discussion around access to assessments will need to occur.

Position Summary

The Occupational Therapist is primarily required to provide Occupational Therapy services for clients who have been referred to Discovering Strength. This can include clients referred by General Practitioners, Paediatricians and other specialists, as well as clients referred through FaHCSIA and NDIS.

The Occupational Therapist will also be required to assist with client groups, undertake general administrative tasks and assist with marketing and client communications.

Key Responsibilities

Using their clinical skills, the Occupational Therapist will, provide services in the following key areas:

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Occupational Therapy Assessments

- Fine and Gross Motor Assessments
- Learning Difficulties Assessments to assist with and diagnosis of Specific Learning Difficulties (Dysgraphia)
- Autism Spectrum Disorder identification
- Sensory Processing Disorder Assessments
- Other assessments appropriately conducted by Occupational Therapists

Occupational Therapy

- Fine and Gross Motor skills
- Proprioception
- Sensory Processing
- Pragmatic Difficulties
- Liaison with schools and other relevant people that the family see necessary to support the child or adolescent

Group Work

- Provide occupational therapy support to groups
- Establish and run own group

Administration Tasks

- Keep file notes in accordance with relevant legislation and professional guidelines
- Write Assessments
- Complete necessary correspondence back to referrers and other key stakeholders
- Complete reviews and discharge reports

Business Administration/Office Management

- Marketing to referrers
- Attend events
- Assist with diary management
- Assist with appointment confirmation letters
- Undertake supervision and training as per registration guidelines

Contribute to the overall improvement of Discovering Strength

- Raise issues
- Suggest improvements and new ideas
- Develop resources
- Share knowledge from any training undertaken

Level of Responsibility

- Responsible to Principal Psychologist Discovering Strength – Denise Cran
- All work completed will be initially viewed by Principal Psychologist – Denise Cran

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Professional Expectations

- Demonstrate a high degree of autonomy, self-motivation and professional judgment
- Operate within the scope of the role and adhere to professional work standards
- Work collaboratively with all stake holders
- Represent the organisation in a professional manner
- Work in a safe manner and report any workplace safety issues
- Develop, enhance and manage relationships with key stakeholders
- Develop and maintain effective and professional working relationships with colleagues
- Conduct all activities in accordance with relevant legislation policies, procedures and guidelines

Selection Criteria (Skills, Knowledge and Experience)

- Current registration with relevant regulatory body
- Current registration as a Medicare Provider
- Demonstrated interest in disability with some experience working in a related field
- Well-developed written and verbal communication and interpersonal skills including the ability to work individually and liaise with other professionals
- Basic computer skills with proficiency in using Microsoft Office software, Windows Operational systems, and willingness to learn relevant databases (HealthKit) and systems
- Willingness to undertake appropriate supervisory and mentoring interaction in accordance with accepted professional practice
- Current Drivers Licence
- Produce a satisfactory Police Check
- Hold a current Working with Children Check
- Disclose any pre-existing medical conditions