



Position Description

Position Identification			
Position Title:	Occupational Therapist		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:		Effective Date:	November 2018
Location:	Preston or other relevant Merri Health site		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"> Occupational Therapy, Grade 2 		
Organisational Context			
Divisional:	Healthy Communities		
Program:	NDIS	Unit: NDIS Adult Therapy Team	
Organisational Chart	<pre> graph TD GM[General Manager Healthy Communities] --> M[Manager, NDIS Services] M --> TL[Team Leader NDIS Adult Therapy Team] TL --> SP[Speech Pathologist] TL --> OT[Occupational Therapist] TL --> D[Dietitian] </pre>		
Position Summary			
<p>The Occupational Therapist position is part of the NDIS Adult Therapy team which provides person-centred, allied health services to adults with a disability and will report to the Team Leader, NDIS adult therapy.</p> <p>The Occupational therapist will be responsible for efficient, evidence-based clinical service delivery to a caseload of clients who are funded under the NDIS. The role is community based with Occupational therapy services to be delivered either at a Merri Health site, in the client's home or other relevant place with the aim being to support the client to achieve their NDIS goals.</p> <p>The occupational therapist will work as part of a growing team and be required to work autonomously and at a self-directed pace in order to achieve clinical targets.</p>			
Position Accountabilities			
Responsibilities	Clinical Duties <ul style="list-style-type: none"> Provide evidence based, person centred assessment, clinical management and intervention to people with a cognitive, physical or psycho-social disability in line with NDIS goals The prescription of Assistive Technology and recommendations for 		



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	<p>Home Modifications funded under the NDIS and other external funding agencies, this includes the preparation of funding applications</p> <ul style="list-style-type: none">• Provide ADL (activity of daily living) and functional capacity assessments within the client’s home or other natural setting and provide recommendation and intervention to ensure the client reaches their optimal level of function• Manage a caseload of clients who may present with increasing complexity, multiple co-morbidities and functional limitations across multiple areas of their life• Utilise a strengths-based, client centred approach to support a client to identify their goals and utilise a capacity building approach towards achievement and long term sustainability of these goals• Understand the principles and philosophy of an insurance-based model• Ability to work in a dynamic and evolving team focused on achieving optimal client outcome while meeting clinical targets set for the adult therapy team• Provide information and skills training to clients, their carers/family and support workers from other agencies as needed in order to achieve the NDIS goals• Liase with and provide therapy and progress reports to the NDIS, Support Coordination, external organisations and other referrers/funding bodies as required• Work with the team leader NDIS adult therapy team, and community engagement and marketing team to identify and participate in community events that increase Merri Health’s presence and identity as an NDIS service provider of choice• Participate in quality improvement and allied health service delivery projects and meetings as directed by the Team Leader NDIS adult therapy team• Supervise graduate or Grade 1 Occupational Therapists and students under the guidance of the team leader• Ability to write reports to a high standard that meet both the needs of the client and the insurer. <p>General Duties</p> <ul style="list-style-type: none">• Develop and maintain an up to date and indepth understanding of NDIS legislation, rules and regulations and how this applies to the delivery of community based allied health services and other capacity building supports under the NDIS• Participation in health education and health promotion relevant to the service• Attendance at NDIS Adult Therapy staff meetings• Attendance at Team Planning and All of Program Days• Participation in relevant networks and forums and establishment/maintenance of links with key external agencies.• Ensure that program development and service delivery reflect the cultural and social diversity of the local community
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	<p>Professional Development and Quality Improvement</p> <ul style="list-style-type: none">• Participation in professional development opportunities to support continuous learning relevant to position• Participation in peer supervision to ensure services respond to family need and best practice principles• Participate in supervision with Team Leader• Participate in relevant networks and forums and maintenance of links with key external agencies• Participate in development of NDIS Service annual work plan• Participate in strategic planning process• Participate in annual performance appraisal <p>Other Duties</p> <ul style="list-style-type: none">• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.• Undertake any reasonable additional tasks as directed by Merri Health.• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.• Practice complies with AHPRA and delegated scope of practice.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none">• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none">• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes• Sound upper limb joints, with the ability to withstand repetitive upper limb activity• May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none">• Be proactive in risk identification, notification and management.• Comply with Merri Health’s policies and procedures• Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>



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Key Selection Criteria	
Essential	<ul style="list-style-type: none">• Tertiary qualification in Occupational Therapy• Current AHPRA registration• Strong knowledge and understanding of the NDIS• prior work experience or lived experience of disability• Demonstrated experience in client centred care through effective assessment, care planning, case conferencing and review of clients• A commitment to Merri Health values and philosophy, and ability to engage in the enhancement of Merri Health culture in meeting organisational objectives• Highly developed written and verbal communication skills• Proven track record in creating efficiency and meeting targets• Knowledge and experience in assistive technology & home modifications
Desirable	<ul style="list-style-type: none">• Prior experience in disability under the NDIS• Experience working with people with a mental health diagnosis, Autism and intellectual disability• Membership of relevant professional organisation• Experience is a start-up environment and being comfortable in a changing dynamic environment
Checks, Licences and Registration	<ul style="list-style-type: none">• National Police check (NPC)• Working with Children's Check (WWCC)• A current full or probationary Driver's Licence• Registration with AHPRA• Disability Worker Exclusion Scheme (DWES)