



## POSITION DESCRIPTION

# OCCUPATIONAL THERAPIST – NEW ABILITY HEALTH

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## PURPOSE OF POSITION

To provide high quality Occupational Therapy services in order to address a range of presenting issues in the areas of health, rehabilitation and disability, with a focus on providing excellent customer care.

## REPORTS TO

- New Ability Health management team

## DIRECT REPORTS

- Nil

## SCOPE OF PRACTICE

- The New Ability Health Occupational Therapist will be expected to have a sound ability to apply theory derived from evidence-based practice in the areas of health, rehabilitation and disability. They will have highly developed skills in the delivery of health assessment and interventions to people of all ages with a wide variety of presenting conditions. They will work with clients and their families, carers and support staff using a client focused approach. They will work closely with administration staff, referrers, and other clinical staff.
- Clinical practice is undertaken within an individual's area and level of expertise and with due regard to ethical, legal, organisational, and profession-prescribed standards, and also ensures that the providers of clinical interventions occurring on site are also delivered to clients and their families with due regard to ethical, legal, organisational, and profession-prescribed standards.
- Staff may be required to work across multiple sites within Newcastle and surrounding areas, dependent on service needs.

## KEY RESPONSIBILITIES

### SERVICE DELIVERY

- Provide high quality, evidenced based occupational therapy assessment and intervention for health conditions, injuries, disabilities, and associated psychosocial issues.
- Participate in clinical review processes
- Effectively manage clinical case load and participate in audit processes
- Contribute to a clinical culture that is characterised by quality and safe care, and respect for clients and their families/carers
- Maintain appropriate clinical documentation
- Ensure that appropriate communication with referring agencies is maintained

- Ensure that all legal requirements, including child protection and privacy, are fulfilled
- Ensure data collection protocols are followed

## SERVICE SUPPORT AND DEVELOPMENT

- Actively contribute to the New Ability Health team in building a quality service
- Contribute to creating a welcoming and accepting environment
- Promote the philosophy and values of New Ability Health
- Contribute to the learning culture of New Ability Health
- Work collaboratively with all New Ability Health staff to ensure a quality service to clients
- Build and maintain effective working relationships with other services
- Participate in New Ability Health quality improvement activities
- Participate in professional clinical supervision where required
- Provide supervision if required

## PROFESSIONAL DEVELOPMENT AND EDUCATION

- Maintain own professional development as per relevant professional requirements
- Participate in education and information sessions for clients, their families/carers, service providers and the community
- Participate in annual development of learning and development plan

## WORK HEALTH AND SAFETY

- Take reasonable care of own health and safety and take reasonable care to protect the safety of others.
- Comply as far as possible, with any reasonable instruction by management and comply with New Ability Health policies and procedures relating to health and safety.
- Any other responsibility as directed by management within the general scope of the position and skill level of the employee.

## SELECTION CRITERIA

### ESSENTIAL CRITERIA

- Relevant tertiary qualifications in occupational therapy, with full registration with AHPRA
- Demonstrated experience in the delivery of occupational therapy health assessment and interventions to people of all ages with a wide variety of presenting conditions, in the areas of health, rehabilitation and disability.
- Experience with equipment / home modifications prescription
- Experience with NDIS system, conducting functional assessments & required documentation
- Excellent communication skills, including experience communicating with a diverse range of customers, including those with mental health, physical and intellectual disabilities.
- Excellent time management and organisation skills with a keen attention to detail.
- Demonstrated ability to learn new electronic systems.
- Able to use initiative to identify areas for improvement and implement changes.
- Demonstrated experience and flexibility in learning and adapting to new systems.
- Demonstrated capacity to work autonomously, while being part of a team.

### DESIRABLE CRITERIA

- Demonstrated experience working in a health service environment with clinical & administrative staff.
- Experience working with paediatric patients.
- Better Access to Mental Health endorsement via Occupational Therapy Australia

## SPECIAL CONDITIONS

- NSW Working with Children Check
- National Police Check / criminal record check
- NDIS worker Screening Check
- Professional indemnity insurance
- NSW Drivers licence, and own fully insured vehicle (travel allowance will be provided for work-related travel, in line with ATO guidelines).

## ACCEPTANCE OF POSITION

I hereby accept the position as outlined above and agree to abide by the New Ability Health values, policies and procedures.

I understand this Position Description is intended to provide a guide to the responsibilities and activities to be undertaken in this position, and that the position may involve other tasks and responsibilities that may arise.

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Signature

.....  
Print Name

.....  
Date