



Occupational Therapy Services

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## Position Description: Occupational Therapist

<b>Position Title:</b>	Occupational Therapist – Grade 1 (2-4 years of experience)
<b>Probation Period:</b>	3 months
<b>Salary:</b>	Dependent upon skills and experience, equivalent to the Tasmanian State Service Award for Allied Health Professionals + 9.5% employer funded superannuation. Performance based business rewards (e.g. annual bonuses) additional and at the discretion of the Director.
<b>Contract Terms:</b>	Full Time position, 37.5 hours per week. Part time will be considered, but our preference is for full time availability.

## Rehab Alive Occupational Therapy Services

### Our practice and our Scope of Practice

Rehab Alive Occupational Therapy (OT) Service is a private home and community-based therapy practice based in Southern Tasmania.

We service clients in and around Hobart and the greater geographic region of Southern Tasmania. There are currently three senior therapists working in the practice. Rehab Alive OT Service undertakes specialist consultation services regarding ergonomics, equipment prescription, home modification advice and disability support. We predominantly service corporate clients and aged care, with diminishing engagement with the NDIS. The practice areas of our senior clinicians are in the areas of Neurology (acquired and degenerative conditions) complex Orthopaedic (Spinal cord injury, Amputees, Bariatrics, Multi-trauma), Complex seating and wheelchair prescription, Ergonomics, Vision and Visual Rehabilitation as well as the Management of Disability and Complex Behaviours.

### Service Standards

Rehab Alive endeavours to provide a high quality, evidence based Occupational Therapy Service. Rehab Alive is dedicated to treating all people with respect and the right to make their own health care choices. We strive to act with integrity, honesty and fairness at all times within the limits of our professional code of ethics. The underlying values of the company are **Empowerment, Collaboration** and **Optimism** for a hopeful future.

### Who we are looking for:

Rehab Alive Occupational Therapy Service is currently seeking a vibrant young professional with a minimum of two years full time clinical experience to join our team. We are seeking an individual with demonstrated ability to work semi-autonomously, with exceptional interpersonal communication skills and a willingness to collaborate and cooperate with the clinical team as well as our wider

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networks of referrers, peers, and clients to achieve the best outcomes. The position would suit an individual who is keen to enhance their skills, knowledge and clinical expertise whilst delivering excellent client-centred services in line with our practice focus.

A baseline level of knowledge around principles of occupational therapy practice is essential as is your integrity and your commitment to ensuring quality outcomes for all clients as well as the ongoing development of the practice and its services. As this is a busy practice, working towards achieving autonomy is essential. This position will be most suited to an individual who takes pride in their ability to be organised, is accepting of the challenge of balancing competing demands and tight timelines in complex environments and has a commitment to learning and discovery every day.

### **Scope of work to be performed by the successful applicant**

Upon commencing with us, our initial focus will be supporting you to gain knowledge and experience in effectively and efficiently providing services to persons over the age of 65 who live independently in the community as well as increasing your exposure and competence working with clients following Motor Vehicle Accident as referred by the Motor Accidents Insurance Board (MAIB). These two referral groups require the application of fundamental occupational therapy principles and practice knowledge such as ADL assessment, equipment assessment and prescription and home modification recommendation and whilst we expect you to have a baseline of knowledge, it is our intention to support you developing competence and breadth. As time progresses, we will introduce you to opportunities and work activities in our other specialty areas of practice.

Key OT Practice roles in home and community-based assessment and intervention will include:

- Assistive equipment prescription.
- Home modification assessment, recommendation and advice including the provision of drawings and specifications.
- ADL assessment, treatment planning and intervention.
- Home safety assessments.
- Assessments and intervention planning for deteriorating and degenerative conditions, aged care or otherwise (Dementia, Parkinson's Disease, MS, MND etc.).
- Provide advice and direction to enable clients to optimise functional performance or regain lost skills.
- Educate caregivers and family members on appropriate care and support.
- Maintenance of accurate documentation to support accurate, timely and comprehensive reporting of assessment outcomes and clinical reasoning/recommendations.
- Seeking support and/or additional resources as needed from within the business (business resources) as well as externally available services, and agencies.
- Establish and maintain positive working relationships with all stakeholders (client, their support networks, referrers, other health and medical providers and any agencies involved).

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Other areas of occupational therapy assessment and intervention will include:

- Powered wheelchair assessment and training.
- Manual handling review and advice.
- Community access assessment and interventions.
- Onward referral identification and linking as appropriate.
- Assessment of work environments (Ergonomics) and associated prescription of adaptive equipment as indicated to support task performance or occupational engagement.
- Providing therapeutic cover to other providers and/or health care agencies as required.
- Balancing competing needs and priorities and organising schedule of work accordingly.

**Occupational Therapist Responsibilities:**

- Maintain client and business confidentiality and privacy and provide all service stakeholders with respect and consideration.
- Ensure Occupational Health, Safety and Wellbeing of all staff including yourself and endeavour to support the Safety and Wellbeing of clients and those that support and care for them.
- Utilise a biopsychosocial approach or other similarly relevant model of occupational therapy practice as the basis for conducting assessments of clients.
- Recommend and prescribe adaptive equipment that optimally facilitates clients performing usual or desired daily activities within their home or community according to best practice standards, knowledge, or experience.
- Evaluate results and track progress of occupational therapy goals provided to clients.
- Effective communication and collaboration with all stakeholders (client, referrer, medical and other allied health practitioners).
- Maintain professional knowledge of latest evidence and technical skill in order to provide clients with the best treatment available. Rehab Alive supports you undertaking CPD in accordance AHPRA guidelines. It is expected that CPD endeavours will be undertaken in both work and personal time (paid time and/or contribution to course fees to be negotiated with the Director with consideration given to business relevance).
- Maintain accurate timesheets and client records utilising patient management software implemented by the business.
- Utilise reporting templates and communication conventions provided by Rehab Alive.
- Report any concern of neglect, abuse or any identifiable hazards and risks to the referrer, Rehab Alive Director and/or relevant authority where applicable.
- Familiarise yourself with any organisational Policy and Procedure documents provided at the commencement of engagement and throughout the period of employment as directed

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(including but not limited to; Work Health & Safety, Infection Control, Home Visit Safety, Environmental Management etc.).

- Participate in induction and supervision processes as directed.
- Knowledge of and commitment to upholding the principles of the OT Code of Conduct <https://www.occupationaltherapyboard.gov.au/codes-guidelines/code-of-conduct.aspx>.

As knowledge and experiences develops:

- Support and supervise less experienced colleagues and be willing to share knowledge and promote growth of the business and more widely the profession.
- Engagement in and allocation of, responsibility for business activities to develop private practice management knowledge, skills, and competence (e.g. quality assurance and improvement activities, strategic planning etc.).

#### **Skills and Professional Requirements:**

1. A Tertiary qualification in Occupational Therapy from a university certified by OT Australia.
2. AHPRA Registration with no practice limitation.
3. A commitment to ongoing professional development within both work and personal time as required for maintaining up to date knowledge and evidence of practice.
4. Working With Vulnerable People (WWPV) or Working With Children (WWC) endorsement or eligibility to attain.
5. Compliance with state healthcare regulatory requirements.
6. Hold a full, unrestricted Drivers Licence in your home State or Territory and provide evidence of motor vehicle insurance.
7. Possess recent knowledge of treatment practices and physical therapy programs and a willingness to extend and develop knowledge and skill.
8. Demonstrate excellent interpersonal communication and a commitment to providing client centred customer service.
9. Demonstrate excellent tertiary level written documentation and communication (English).
10. Organisational skills and the ability to work autonomously.
11. Ability to consider and respect clients with different personalities.
12. Demonstrated sensitivity to racial, gender and cultural differences and a willingness to accommodate and adapt.
13. Proficiency using the internet for research-based tasks.
14. In accordance with the level of experience and knowledge of the applicant we require a demonstrated ability to assess a client's condition utilising Occupational Therapy theory and

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principles of practice for the purposes of making relevant, timely and knowledgeable recommendations.

15. Demonstrate awareness of skill and knowledge limitations and commit to seek support from senior clinicians where situations are outside personal scope of knowledge and experience.
16. All reporting occurs electronically therefore it is expected that the applicant will be familiar with electronic word processing applications and poses basic awareness of spreadsheeting programs. Familiarity with use of computer-based technology is essential. Electronic devices required to undertake work (2-in-1 tablet computer and smart phone) will be provided.

### **Performance indicators**

- Client satisfaction report and feedback.
- Demonstrated ability to collaborate and cooperate with other stakeholders.
- Supervisor satisfaction of clinical skills and performance of assigned work tasks and directives.
- Adherence to Job Description and terms of the Employment Contract.
- Achievement of minimum billable hours.
- Client documentation always maintained to a high standard.

### **What is provided or additionally required**

Suitable tools and equipment, except for a motor vehicle, will be provided to support you undertaking the requirements of this position if not otherwise available or suitable.

Rehab Alive does not maintain a physical office space, as most of our team undertake computer based work tasks from a designated area within their homes noting that workspaces are ergonomically assessed and set up to ensure optimal set up and comfort by the Director. However if working from home is not a practical or desirable option for you to consider, we can provide a designated workspace within the greater CBD, noting that the other tenants sharing this space do not perform work that is any way similar or related to OT Practice.

The successful applicant will need to own or have unencumbered access to a motor vehicle (for which they must demonstrate that they hold a current driver's licence and comprehensive insurance policy) to perform this work role. A vehicle allowance will be provided.

### **Further information**

Further information about us and what we do is available on our website: [www.rehabalive.com.au](http://www.rehabalive.com.au).

If you believe you meet our selection criteria and would like additional information or have questions that will support your application submission, please call or email Dani on 042 8547 000 or [daniella@rehabalive.com.au](mailto:daniella@rehabalive.com.au).

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### **Your application should consist of**

1. A short written application (no longer than 3 pages) outlining your skills and experience in relation to the professional requirements and skills detailed above, and specifically incorporating your personal philosophy / approach and focus on the delivery of services to the client groups identified.
2. Your current Curriculum Vitae.
3. Contact details for two recent clinical referees.

### **Reverse Referee**

Too many choices? Not sure which organisation to work with? We are providing 'reverse referrals. If you meet our selection criteria and are short listed for interview, we will offer you the opportunity to contact some of our clients and industry colleagues so you can seek the low down on us.

We are keen to make sure that the decision you make to work with us is the best one for you!

**Closing date:** December 23<sup>rd</sup> 2020.

**Commencement date:** As soon as practicable in 2021.