



Position Description

Position Title	Allied Health Professional – Occupational Therapist
Directorate	Community Services Mental Health and Wellbeing
Reports to	Team Leader – Allied Health
Date of Job Description	7/09/2020
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Full-Time Ongoing, Subject to Funding
Salary	This position is classified a Band 6 – Specialist Staff, with a salary range of \$84,979 - \$101,007 s, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time position. Work outside normal office hours may be required.

Position Objectives

This is a diverse role comprising Occupational Therapy assessments and interventions for individuals across the lifespan (infant, children, adolescents and adults) utilising a range of funding bodies including NDIS. Service delivery occurs across various settings including the home, community, clinic and via telehealth. The position forms part of an interdisciplinary team that is committed to family centred focus and evidence based best practice.

Mallee Family Care (MFC) is looking to grow our Allied Health Services and looking for a self-motivated team players to build a career with MFC.

Key Responsibilities & Duties	Performance Expectations
Participant Services.	Maintain billable client hours as per agreement with supervisor (e.g. 4 hours per day).
To provide goal directed Occupational Therapy services to children, adolescence and adults who experience a life impacting delay or disability.	<p>Ensure services meet quality service standards (e.g. NDIS), and contract agreements between agencies and clients.</p> <p>Service should be guided by the following principles-</p> <ul style="list-style-type: none"> - Evidence based practice - Strength based approach - Client centred and holistic practice - Occupation focused service provision. <p>To maintain a high standard of written skills, documentation and report writing. Accurate and prompt reporting and case noting of client contact.</p> <p>To be able to deliver relevant formal and informal assessments (for example Sensory Profile, Beery VMI, Vineland 3, BOT 2, environmental assessments).</p> <p>Develop and deliver goal directed individualised intervention plans, guided by assessment, evidence based practice and client needs.</p> <p>Prescription of a range of equipment or home modifications (following Australian standards and guidelines) as required.</p> <p>To be able to work collaboratively in a trans-disciplinary team, with an understanding of clinician roles.</p> <p>To be able to work with a range of complex family needs such as complex disability, multicultural backgrounds, mental health, domestic violence and generational poverty.</p> <p>Being responsive to client needs and providing a range of modalities for service provision when required (eg. Teletherapy, home programs, low literacy, vision impairments). Providing services in participant's preferred settings where possible, such as centre based, home based, educational setting and community).</p> <p>Be able to liaise, refer and work collaboratively with external organisations and professionals.</p>
Key worker.	Work in a transdisciplinary/keyworker model of service to provide best practice early childhood intervention to children 0-7.
Operational.	Work with a variety of computer, reporting and client management programs (eg. M-Files, SAGE, teletherapy platforms)

	Demonstrate time management, planning and organisational skills to manage a full case load independently.
Staff and Team.	To attend and actively participate in team meeting. Work respectfully and collaboratively as part of a team. Support the learning of others through skill sharing, formal and informal training and giving feedback.
Supervision and Training.	Participate in supervision as per Mallee Family Care supervision policy. Participate in clinical supervision or team supervision as required. Attend training and professional development relevant to position.
Comply with Agency learning requirements.	Complete compulsory allocated courses each quarter (eg. e3learning). Complete required NDIS training.
Policies and Procedures.	Comply with MFC policies and procedures Ensure service provision adhere to guidelines as per Allied Health program manual. Promptly respond to and follow procedure for intake and allocation of new referrals. Follow risk management and assessment procedure.
To undertake other duties as may reasonably be required.	To undertake other agreed duties as required by your line manager.

Qualifications and Experience:

- Australian Health Practitioner Regulation Agency (AHPRA) registration as an Occupational Therapist.
- Minimum 1-2 years' clinical experience (desirable). Preferably experience working with children with additional needs. New graduates are encouraged to apply.
- Demonstrated ability to comply with the profession's code of conduct/ethics and function in accordance with legislation affecting occupational therapy practice and maintenance of registration with the Occupational Therapy Board of Australia.
- A current driver's licence and a willingness to travel if required and preparedness to be accommodated overnight.

Key Selection Criteria:

Applicants are invited to submit their applications addressing the following selection criteria:

- Demonstrated ability to provide high quality occupational therapy assessments and intervention for clients across the lifespan in a range of different environments.
- Knowledge of evidence based service delivery across a range of modalities, including individual therapy, group therapy and telehealth.
- Ability to set family focused SMART goals to establish ongoing intervention and evaluation of therapy targets.
- Ability to initiate and maintain effective professional relationships and work in a transdisciplinary team.
- Knowledge and/or experience of working with people with diverse value systems, cultural differences and complex additional needs.
- Excellent interpersonal and communication including effective written and verbal skills.
- Demonstrated organisational and time management skills to meet key performance indicators in respect to billable hours, caseloads, deadlines and schedules.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, and Director Client Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after one years of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment