

Occupational Therapist

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| Section / Service | Kurrajong Therapy Plus |
| Location: | Wagga Wagga/Tumut/Griffith |
| Reporting to: | Occupational Therapist Supervisor / Kurrajong Therapy Plus Manager |
| Supervises (direct and indirect): | nil |
| Last reviewed: | August 2023 |

About Kurrajong - Kurrajong is a voluntary charitable organisation offering a broad range of services to babies, children, young people and adults with disabilities (aged 0-65) and their families. Kurrajong is a registered provider of the National Disability Insurance Scheme (NDIS) services and supports.

Our Vision - To create open, accessible and inclusive communities for all people.

Our Attributes – We are caring and community minded focusing on the needs of people with disability and their families. Our services are anchored in the communities we serve, where we seek continuous improvement and excellence.

About Kurrajong Therapy Plus - Kurrajong Therapy Plus provides supports to children, young people and adults with disability and/or complex developmental delays.

Kurrajong Therapy Plus consists of a unique interdisciplinary team of Speech Pathologists, Occupational Therapists, Physiotherapists, Allied Health Assistants, Educators and Educator Assistants.

Kurrajong Therapy Plus supports individuals and their families/carers to assist with learning, development, inclusive community access, specific therapeutic supports and prescription of specialised equipment for all people with disability.

Position Summary:

The primary role of the Occupational Therapist is to enhance children, young people and adult's ability to participate in the every-day occupations of play, learning, self-care, rest and productivity (preschool/school and work occupations).

Position Key Responsibilities

It is expected that the Occupational Therapist will perform the following activities:

1. **Assessment** – To be responsible for the assessment of the occupational performance in self-care, learning, play, rest and productivity. Assessment includes consideration of the impact of both environmental and personal factors (i.e. bio-mechanical, sensory-motor, cognitive, and intra- and inter-personal skills). To provide appropriate assessment reports ranging from informal play-based assessment to standardised assessment reports.
2. **Therapy** – to implement appropriate occupational therapy programs using an appropriate intervention style. Service delivery includes centre based, group-based intervention, home visits, school visits and community supports.

Position description

3. Equipment - Adaptive equipment and technology prescription and training.
4. Environmental Modification - recommendations regarding physical and sensory environmental modifications to promote participation in occupational roles, environmental access and safety.
5. Upper limb management including splinting and casting in order to maintain range of movement and promote hand function.
6. Person/Family Centred Practice – to support clients to achieve their goals and work with their strengths and priorities.
7. Key Worker - be responsible for the coordination of Individual Profile Paperwork and the overall management of the child and family's program whilst liaising with key stake holders. **Refer to Key worker procedure**
8. NDIS – Have knowledge of the NDIS process and use an Individuals plan working towards the Individual/family NDIS goals. NDIS reporting when an individual's plan is up for review.
9. Communication – to participate as an active member of the interdisciplinary team and be able to 'multi-skill' and 'role release' within the team.
10. Liaise – to liaise with other professionals, services and other medical practitioners in relation to the implementation and coordination of programs developed by the family and team.
11. Administrative – to prepare and maintain documentation and correspondence including assessment reports, progress notes in a timely manner, data entry and referral letters and to attend and participate in all appropriate meetings.
12. Professional Development – to keep abreast of current professional issues and evidence-based practice.
13. Meetings – to participate in regular individual, discipline and team meetings
14. Supervision – Meet for supervision when agreed upon and be responsible for the development and continuation of your own professional learning. Provide evidence of clinical reasoning and evidence-based practice.
15. Line Management - be accountable for caseload planning, 80% of time recorded on outlook calendar and meet Key Performance Indicator (KPI) as set out in the table below and follow Kurrajong procedures.
 - KPI's/billables are set according to your experience, other roles you may have. For example: School Aged Therapy coordinator, Student coordinator, Supervisor.
 - KPI expectations vary from time to time. This is managed by Supervisors and Manager.

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| Therapist, educators and family support worker. | KPI's/billables |
| 3 years' experience and above. | 5 x KPI's/billables a day. |
| 2 years' experience | 4 x KPI's/billables a day. |
| First year out/new Graduates | 3 x KPI's/billables a day. |

16. Act in accordance with Kurrajong's Code of Conduct and the organisation's policies and procedures

Position description

17. Other Duties – to perform any other service-based duties as directed by the Manager at Kurrajong Therapy Plus.

18. Mandatory reporter - please refer to Kurrajong Child Protection Policy 6.14

19. Child Safe Standards – Adhere to the Office of the Children's Guardian 10 Child Safe Standards.

The Occupational Therapist will focus on developing childhood occupations of self-care, play, rest and productivity (pre-school skills) for children in the Early Childhood space.

For adult clients Occupational Therapy will target assessment, planning and management of skill development related to appropriate tasks allowing clients to maximise their level of function, capacity and social engagement in a range of settings.

Occupational therapy may involve;

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| Parent/carer training | Education for parents/carers about a child's needs. For example, 'toilet time' workshop. Educating caregivers and family of clients on topics relevant to them working toward their NDIS goal |
| Development of 'foundation' skills related to an occupational goal. | Therapeutic strategies to help improve particular 'foundation' skills. In particular; fine motor skills, sensory processing, visual perception, paying attention, motor planning and problem solving. |
| Skills training for tasks | For example, getting dressed, using cutlery, toilet training, having a bath, rest and relaxation, playing, using scissors, pre-writing skills |
| Upper Limb Management | For example. splinting, casting, range of movement programs, post Botox/surgery programs. |
| Seating & Wheelchair Prescription | Prescription of equipment and recommendations and provision of ongoing therapy support |
| Adaptive Equipment | Helpful devices, equipment and technology- prescription and training in use. |
| Environmental Modifications | Recommendations regarding physical and sensory environmental modifications to promote occupational performance, environmental access and safety. |

Priority is given to:

- ✓ Issues of SAFETY and HEALTH (may include adaptive equipment prescription, environmental modifications, upper limb management to prevent deformity/maintain joint integrity, family crisis impacting on safety and health)
- ✓ TRANSITION issues (may include adaptive equipment, adaptive technology, specific skill development/facilitation).
- ✓ Development of skills that allow a client to build capacity may include, adaptive equipment/technology, upper limb management, environmental modifications, skills training, development of component skills in order to achieve goals (development of fine motor skills, sensory processing, cognitive skills, as well as inter/intra personal skills).

Position Criteria

Qualification, Certificates and Licences

1. Relevant undergraduate and or post graduate qualifications in Occupational Therapy
2. Registration with AHPRA
3. Current Class C Drivers Licence
4. Current NSW Working with Children Check
5. NDIS Worker Screening Check (or willing to obtain before employment)

Experience, Skills & Knowledge

1. Relevant experience working as an Occupational Therapist or a recent graduate with relevant placement experience
2. Ability to work as part of a multi-disciplinary team and also independently displaying above the line behaviours
3. Experience working with KPI's and demonstrated experience in achieving these outcomes
4. Sound communication skills (oral and written)
5. Sound knowledge of family/person centred practice and experience working with people with disability and their families
6. Ability to implement Work Health and Safety, Risk Management and Quality Assurance requirements

Risk assessed role requirements in accordance with the NDIS Quality and Safeguarding Standards

- ☐ NDIS Worker Screening Check
- ☐ Working with Children Check
- ☐ NDIS Worker Orientation – Quality, Safety and You

Signed and Accepted:

Staff Signature: [acceptance_status]

Date: [acceptance_date]