



STATEMENT OF DUTIES

- JOB TITLE:** Casual Occupational Therapist – School Age Services
- AWARD:** Charitable Institutions (Professional Paramedical Staff) (State)
- SALARY:** Set rate per hour as per award
- ACCOUNTABLE TO:** Relevant Branch Director – School Age Services

PROGRAM MANAGEMENT

Assessments

- a) Carry out Occupational Therapy Assessments in a standardised and professional manner within allocated time frames.
- b) Liase with Branch Director in finalising the report and recommendations. Assessment reports must be proof-read and co-signed by the Branch Director. Notify the Branch Director immediately following the assessment if it is recommended that the child receive additional services at Learning Links
- c) Conduct follow-up phone calls to families and other agencies as requested.

Therapy

- a) To provide individual and group Occupational Therapy sessions within specified time frames.
- b) To prepare for and evaluate Occupational Therapy sessions within specified time frames. Preparation and follow-up time includes establishing goals and liaison with families, schools and other relevant professionals, documenting goals and progress on forms supplied by Branch Director and preparing resources for sessions.
- c) To develop an Occupational Therapy program in consultation with all relevant staff which is appropriate to the individual needs, abilities, culture and diverse interests of all children and that is within the guidelines set down by the Director- School Age Services.
- d) Within the allocated preparation time, prepare individual education plans and exit / discharge reports within a three week period after beginning or ceasing therapy sessions. Individual education plans and exit / discharge reports are to be sighted by the Branch Director.
- e) To ensure an atmosphere which is conducive to child centred learning.

PROFESSIONAL DEVELOPMENT

- a) To initiate, prepare, and deliver information and training sessions to community members and professionals – as requested by Branch Director.
- b) To continue to be involved in own professional development.
- c) To provide on-going support, education and resources to parents and families in the field of Occupational Therapy.

SAS BRANCH

- a) To consult with, and provide support to, teachers within the Enhanced Learning Program and other Learning Links' staff.
- b) To promote a positive image of Learning Links within the local community and within the field of education.
- c) To ensure familiarity with and act according to all Learning Links stated policies and procedures.
- d) To attend staff meetings, when requested by the Branch Director, to assist in the planning of an effective and appropriate program of experiences and activities for all children and to discuss general matters with the staff concerning the organisation and running of the Branch.
- e) To adhere to the Company's OH&S policy and be proactive in all OH&S practices.

CONFIDENTIALITY

- a) Not to disclose to any person at any time any confidential information about the operations of Learning Links including (without limiting the generality thereof) Learning links corporate knowledge or financial affairs. This restriction on disclosure of confidential information continues to apply in the event that employment by Learning Links ceases.
- b) Not to engage any current Learning Links students as clients in any external business that I operate whilst I am employed by Learning Links and for a period of 12 months after termination of my contract.

The above is an accurate job description of the position.