

# Position Description Occupational Therapist

<b>Job family</b>	Specialist and Professional Services (SPS)
<b>Workforce capability framework level</b>	SPS 7 & 8
<b>Reporting to</b>	Manager Early Childhood, Manager Therapy and Coordinator Early Intervention
<b>Directly supervising</b>	Nil
<b>Date prepared</b>	17 November 2020

## Position purpose

To ensure Learning Links' therapy services are delivered in way that:

- provides high quality, evidence based therapeutic services at our Preschool, Early Intervention Playgroups, service centres and schools;
- contributes to breaking the cycle of disadvantage for children with learning difficulties; and
- is consistent with and supportive of strategic and operational plans, policies and procedures.

More specifically:

- Actively participates in regular supervision and professional development to support delivery of quality services;
- Conduct a variety of occupational therapy assessments and planning for evidence-based interventions;
- Collaborates with and supports Early Childhood Professionals, children's families and school communities through demonstrations, consultation and professional learning;
- Work as part of a transdisciplinary and multidisciplinary team of Early Childhood Teachers; Special Educators; Educators; Speech Pathologists and Psychologists.
- Provide exceptional customer service and build positive customer relationships through effective communication; and
- Achieve individual and team KPIs to support Learning Links' strategy for growth.

### Document Control

Completed by: Melissa Murphy & Elizabeth Bell	Date: 17/11/20
Reviewed by: Di Peacock Smith	Date: 17/11/20

### Employee sign off and acceptance

I have read, understand, and accept the expectations of the Occupational role.

Employee:	Signature:	Date:
-----------	------------	-------

*The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.*

**Please print this page only, sign your acceptance, and return this page only to Human Resources at Learning Links**

## Strategic core requirements

Key responsibility areas	Capability requirements	Key performance measures
<b>Sector and organisation purpose and values</b>  (Level 8)	<ul style="list-style-type: none"> <li>Working knowledge of human rights based approaches relevant to Learning Links.</li> <li>Detailed understanding of the role, vision, mission and values of Learning Links and the services offered.</li> <li>Understands the strategic direction under which Learning Links operates.</li> <li>Working knowledge of Learning Links' infrastructure.</li> <li>Aligns with Allied Health sector approaches and values.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of mission and strategic priorities of Learning Links.</li> <li>Behaves consistently in line with Learning Links' values, policy and procedure.</li> <li>Applies organisation, sector and industry knowledge to everyday work.</li> </ul>
<b>Leadership and teamwork</b>  (Level 7)	<ul style="list-style-type: none"> <li>Supports other team members by sharing knowledge, expertise and information.</li> <li>Participates in professional team meetings.</li> <li>Able to work with a variety of teams, schools and/or early intervention service providers.</li> <li>Plans and schedules own work.</li> <li>Monitors progress against work plans and required outcomes and takes appropriate corrective action.</li> </ul>	<ul style="list-style-type: none"> <li>Engages in professional and team activities regularly.</li> <li>Achieves individual KPI's, contributing to team performance.</li> </ul>
<b>Communication</b>  (Level 7)	<ul style="list-style-type: none"> <li>Able to communicate and work effectively with other professionals, disciplines and administrative staff.</li> <li>Has effective listening skills and seeks, provides and shares information in an appropriate and respectful manner.</li> <li>Uses positive engaging techniques and adapts own communication style to needs of other person.</li> <li>Prepares and contributes to individual and team based reports and communications.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates productive and sustained working relationships with both internal and external customers.</li> <li>Conducts oral and written communications consistent with Learning Links' values and procedures.</li> </ul>
<b>Customer relationships</b>  (Level 8)	<ul style="list-style-type: none"> <li>Maintains regular professional communication with both internal and external customers.</li> <li>Uses professional competence to perform relevant professional work supporting customers with problem</li> </ul>	<ul style="list-style-type: none"> <li>Applies Learning Links' policy and procedure correctly on customer matters.</li> <li>Plans, documents and reports regularly on appropriate and agreed customer interaction and relationship activities.</li> </ul>

Key responsibility areas	Capability requirements	Key performance measures
	<p>solving and decision making about their needs and expectations.</p> <ul style="list-style-type: none"> <li>Adopts a family centred and strength based approach when working with families</li> <li>Understands diversity and confidentiality requirements.</li> <li>Works with experienced staff on more sensitive or serious matters.</li> </ul>	<ul style="list-style-type: none"> <li>Applies problem solving and conflict resolution skills effectively.</li> <li>Families feel supported, listened to and programs reflect their priorities for their child/dren.</li> <li>Seeks advise and support from the Clinical Leader and/or Manager where appropriate.</li> </ul>
<p><b>Personal accountability</b> (Level 8)</p>	<ul style="list-style-type: none"> <li>Understands the relevant compliance legislation, quality standards, policies &amp; procedures relevant to the role, and where to find necessary information.</li> <li>Contributes to health, safety and wellbeing and to an effective workplace.</li> <li>Understands the need to appropriately use financial and other resources.</li> <li>Able to market and promote organisation service offerings and work with other agencies and stakeholders.</li> <li>Contributes to the implementation of Learning Links as a Child Safe Organisation through maintaining current awareness and/or training in order to be informed and support all children within legislative frameworks and best practice guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Complies with safe work practices for self and team members, including adopting a proactive approach to risks and hazard control and minimisation.</li> <li>Uses appropriate judgement in relation to allocation and use of resources.</li> <li>Display reliability and integrity in responding to and liaising with internal and external customers about their needs and requirements.</li> <li>Complete external Accredited Child Protection Training &amp;/or Child Protection Awareness Training refresher course/s within identified timeframes as required by Learning Links</li> <li>Identify, communicate and escalate Child Protection concerns to immediate manager / GM Q &amp; I immediately</li> <li>Seek support/ guidance/ clarification from the program manager/ Learning Links' manager in regard to Child Safe information and/or procedures</li> <li>Fulfil individual responsibilities as a legislated mandatory reporter and lodge reports as required for children identified as being at Risk of Significant Harm</li> </ul>
<p><b>Innovation</b> (Level 7)</p>	<ul style="list-style-type: none"> <li>Develops understanding of the Learning Links' expertise and market position.</li> <li>Identifies opportunities for innovation.</li> <li>Takes personal responsibility for continuous improvement and quality in own work.</li> </ul>	<ul style="list-style-type: none"> <li>Makes recommendations and assists in the development of new practices based on experience and contact with internal and external customers.</li> <li>Adopt a continuous improvement approach to the delivery of services and programs.</li> </ul>

Key responsibility areas	Capability requirements	Key performance measures
	<ul style="list-style-type: none"> <li>Solves most problems in own work and participates in wider problem identification and resolution tasks.</li> </ul>	
<b>Experience and qualifications</b>  (Level 8)	<ul style="list-style-type: none"> <li>A relevant tertiary qualification.</li> <li>Registration with professional body maintained.</li> <li>Undertakes regular professional development to build skills.</li> </ul>	<ul style="list-style-type: none"> <li>Qualification and/or registration achieved.</li> <li>Shows commitment to ongoing professional development.</li> </ul>

### Functional requirements

Key responsibility areas	Capability requirements	Key performance measures
<b>Person centred knowledge and application</b> (Level 8)	<ul style="list-style-type: none"> <li>Understands the principles and processes of collaborating with individuals to identify needs and goals and of developing appropriate plans.</li> </ul>	<ul style="list-style-type: none"> <li>Observes and follows guidance on clinical practice provided by experienced staff.</li> </ul>
<b>Service delivery</b> (Level 8)	<ul style="list-style-type: none"> <li>Delivers services using a professional understanding of specific areas of assessments, evidence-based interventions and wellbeing issues.</li> <li>Reflects on practice and performance; recognises limits of professional competence and seeks guidance and advice as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Implements agreed practices and activities consistent with the Learning Links' values and objectives.</li> <li>Achieves good quality and quantity in service delivery consistent with individual and team KPIs.</li> <li>Appropriately escalates issues or situations to the Clinical Leader and/or Manager and/or Co-ordinator, providing information on status and actions taken.</li> </ul>
<b>Service outcomes, development and evaluation</b> (Level 8)	<ul style="list-style-type: none"> <li>Undertakes assessments of the individual outcomes gained and the effectiveness of service delivery.</li> <li>Works under general professional direction in relation to service development, review and evaluation projects involving standard methods and requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Applies agreed outcome measures for children and families at Learning Links in RBA framework.</li> <li>Seeks guidance from the Clinical Leader and/or Manager when needed on professional and evaluation issues or practices.</li> </ul>

Key responsibility areas	Capability requirements	Key performance measures
<b>Participation and inclusion (Level 8)</b>	<ul style="list-style-type: none"> <li>Communicates with the child and family to ensure that progress towards individual goals is regularly reviewed.</li> <li>Supports children and families with problem solving and family responsive decision making.</li> </ul>	<ul style="list-style-type: none"> <li>Monitors and records progress on meeting the child and family's individual goals.</li> <li>Responds to feedback from clients on satisfaction and participation in the establishment and achievement of individual goals.</li> </ul>
<b>Community engagement and education (Level 8)</b>	<ul style="list-style-type: none"> <li>Maintains and assists in developing networks with other agencies, professionals and schools.</li> <li>Under guidance, implements local community knowledge sharing, training and coaching activities and plans.</li> </ul>	<ul style="list-style-type: none"> <li>Represents Learning Links professionally when interacting in the community.</li> </ul>
<b>Reporting, documentation and administration (Level 8)</b>	<ul style="list-style-type: none"> <li>Carries out reporting, documentation and administration tasks for Educational Therapy, Preschool and Early Intervention Groups.</li> <li>Maintains session notes, plans and required documentation for individual children, schools and NDIS reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Follows Learning Links' procedures in relation to files, data, client information and records.</li> <li>Effectively uses technology required by Learning Links.</li> </ul>