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| **Position Title & Level/Grade:** | Occupational Therapist (OT)SFC Rates Level 1 -3 CatholicCare Enterprise Agreement | **Department:** | Counselling and Therapy Services |
| **Reports to:** | Director, Business and Development | **Supervises:** | No staff |
| **Internal Liaisons:** | The OT will work as part of a multidisciplinary team (MDT) as part of the broader integrated clinical team at CatholicCare. The team is supported by the Program Manager. | **External Liaisons:** | The occupational therapist may need to liaise and communicate with external stakeholders including a child treating team such as GP’s, teachers and psychiatrists.  |
| **Position Objective** | The Occupational Therapist will work as part of a multidisciplinary team, across a number of CatholicCare services supporting children and adults, people with disabilities, mental illness and those accessing aged care services. The key responsibilities will be to assess and support individuals to improve daily functioning, through a rage of interventions and equipment and/or modification recommendations. The Occupational Therapist will develop individualised treatment plans that target identified goals that arise from the assessment process, working in collaboration with the individual, family, other health professionals and stakeholders as required.  |
| **Key Responsibilities** | **Provide a quality intake and assessment process*** Participate in intake and triage processes
* Conduct comprehensive assessments according to service processes/requirements and sector guidelines.
* Provide information regarding a more relevant service when inappropriate referrals are received.
* Provide feedback and follow up to referring party.

**Provide a quality intervention service*** Ensure interventions are provided in line with any professional or CatholicCare Code of Ethics and Conduct.
* At the first session, you are required to inform the client of the limitations of confidentiality and your obligations under the Child Protection (as appropriate) and Privacy Act. Being a mandated person, you must adhere to any policy or legislation regarding this.
* Use your professional judgement regarding liaison and feedback with carers and other stakeholders.
* Be prepared for all sessions, including resources required.
* Adopt a range of evidence-based interventions appropriate for use with children and adults, people with disabilities, mental illness and those accessing aged care services.
* Offer up to 5 client sessions per working day (incorporating some care coordination calls)
* Where necessary, provide outreach services to assist in assessment and intervention
* Participate in weekly joint assessments with other members of the multidisciplinary team
* Liaise with relevant key stakeholders eg, teachers, GPs, NDIA, My Aged Care.

**Ensure that clinical and administrative standards are maintained in accordance with the program’s policies*** Maintain client records per program policy and within policy timeframes.
* Contribution and completion of support letter and reports as required, including submission of these in line with deadlines as required eg. To the NDIA for plan reviews.
* A case note must be made for every interaction regarding the case, including any correspondence, e-mails and other documents. Case notes must be factual, relevant and adhere to any CatholicCare process or practice.
* Complete Connx timesheets on a fortnight basis. Where pay dates fall during a holiday period, have these completed prior to commencement of break and complete any other required documentation as requested by Program Manager or stipulated in policy and procedure (e.g. travel allowance forms, leave forms, time in lieu requests).

**Supervision and professional development*** Attend, organise and carry out professional supervision and training as appropriate and in accordance with the relevant policies and procedures.
* Staff are supported to participate in supervision and ongoing training. It is the staff members responsibility to manage their PD requirements including attending core training required by the agency and relevant contracts.
* Policies in these areas are to be followed.

**Group Programs*** Co-facilitate group based programs as required. Training in specific programs may be required.

**Team Meetings*** The occupational therapist will attend, participate and contribute towards team meetings: this includes being on time and coming prepared to meetings. Team meetings will include regular MDT meetings as well as scheduled broader team meetings.

**Ability to provide a professional quality service to all stakeholders*** The occupational therapist will maintain professional communication and provide timely response to all stakeholders
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| **Key Selection Criteria** |
| * Relevant qualification and current registration as an Occupational Therapist
* Experience delivering Occupational therapy services
* Ability to respond appropriately to crisis situations and to manage risk.
* Commitment to delivering evidence based practice.
* Willingness to reflect on, review and challenge current practice and an openness to training and development.
* Good verbal and written communication skills, and good time management skills
* Have an understanding of EEO, Work Safety and confidentiality

Desirable* Relevant accreditation as Better Access to Mental Health endorsed Occupational Therapist or in the process of training to become endorsed
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| **Experience & Knowledge** | * Knowledge and understanding of the key issues facing client.
* Mandatory reporting skills
* Knowledge of related standards, laws, legislation, awards regulations and codes.
* Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation.
* Understanding of Quality Assurance Standards, protocols and implementation.
 | **Attributes** | * Evaluating and monitoring own performance.
* Having knowledge and confidence in own ideas and vision.
* Articulating own ideas and vision.
* Taking responsibility.
* Working ethically.
* Being punctual and meeting deadlines.
* Accepting change.
* Empathetic.
* Emotional Intelligence.
* Enthusiastic and positive
* Ability to work under pressure
* Demonstrating resilience
* Commitment to Social Equity.
* Enthusiastic and Positive.
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| **Employee Declaration**  |
| I have read this document and agree to undertake the duties and responsibilities as listed above.I acknowledge that:* This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives.
* The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures.
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| **Employee** |  |
| **Signature** |  |
| **Date** |  |