

Occupational Therapist - Level 2

Position Level	Team Member	Department	Client Services
Location	Darwin	Direct/Indirect Reports	Nil
Reports to	Clinical Services Operations Supervisor		

■ Position Level Descriptor

An individual at the Occupational Therapist Level 2 is accountable for their own performance and contributes to team performance. People at the Occupational Therapist Level 2 do not have any people reporting to them on a day to day basis, however support senior clinicians in the supervision of students and OT Level 1 staff.

■ Position Summary

The Occupational Therapist (OT) Level 2, is a specialist senior resource for Guide Dogs SA/NT and will demonstrate the skills and attitudes to develop occupational therapy service offerings to meet the needs of GDSA/NT clients and customers. Services will include assessment and implementation of programs clients in hospitals, home, and community settings.

■ Position Responsibilities

Key Responsibilities

- Work collaboratively and supportively in a multidisciplinary team to deliver, contribute to and enhance the delivery of high quality and appropriate Occupational Therapy and other Vision related Programs for clients.
- Demonstrate the ability to work independently without direct supervision, including effective caseload management and time management skills.
- Demonstrate competence in conducting complex client assessments and evaluations, goal setting, program planning and service delivery.
- Promote client choice and control to support co-designing individualised client goals and program development.
- Provide information to clients, their families and relevant networks to enable informed decision making and support dignity or risk.
- Maintain specialised knowledge within discipline to be able to provide services to clients with complex needs/comorbid conditions requiring specialised skills, knowledge and application of professional judgement to select and apply new and existing methods and techniques.
- Consistently meets KPI's, whilst maintaining quality services and outcomes for clients and

completing accurate administration records and reporting.

- Undertake research, small projects and preparation of statistics and materials as required.
- Monitor services and resources and collect data to ascertain unmet needs and measure the effectiveness of services and supports.
- Assist in the development of proposals, grants and other reports.
- Follow Guide Dogs SA/NT defined policies and procedures.

Other Responsibilities

- Develop and deliver education, and specialist training opportunities for a range of stakeholders, including universities, using general and specialist knowledge.
- Contribute to and develop business development opportunities by providing education, developing networks and referral pathways, and developing and maintaining collaborative and mutually beneficial partnerships with relevant agencies and stakeholders.
- Educate and collaborate with Guide Dog Services and other business units to identify service opportunities and cross skill to deliver outcomes for clients.
- Contribute to and appropriately redefine/improve procedures, proactively identifying and implementing continuous improvement opportunities based on best practice, emerging trends, new technology and changing industry standards/legislation.
- Using specialised knowledge undertake/contribute to research into changes to, or consolidation of services and education programs. Participate in the planning and implementation of new service/education delivery programs.
- Using specialised knowledge provide consultancy to other staff, stakeholders or agencies, and information sharing such as presenting at conferences, developing papers.

Professional Development Responsibilities

- Maintain AHPRA required hours of continuing professional development, and support co-workers in their CPD requirements through sharing knowledge and information to other clinicians within the team and broader organisation.
- Participate in supervision from Level 3 Occupational Therapists or other identified alternative senior clinician.
- Proactively participate in Individual Development Plan process, developing personal/professional goals, contributing to team/organisational objectives in consultation with Supervisor.
- Remain abreast of changes to training and compliance needs within discipline.
- Lead professional/clinical supervision of undergraduate Occupational Therapy Students during placement, and Level 1 Occupational Therapists.

WHS

As an employee of GDSA/NT, you shall take reasonable steps to:

- Ensure the health and safety of yourself and others at all times;
- Comply with all GDSA/NT policies, procedures and reasonable instructions as advised, and;
- Participate in, and contribute to, all health and safety:
 - training;
 - forums for consultation;
 - risk assessments;
 - inspections and/or audits;
 - investigations, and/or;
 - other related activities, as advised.
- Report hazards, incidents and near misses to your Leader as soon as practicable, and within 24 hours, and;
- Demonstrate a commitment to fostering a positive, proactive work culture, particularly in relation to health and safety management.

■ Position Selection Criteria

Technical Competencies

- Demonstrated experience in assessing vision, prescribing assistive technology and therapy, and understanding the impact of vision loss on individuals, their family and/or carers.
- Knowledge of Vision development is desirable.
- Skills in software relevant to the area of practice.
- Demonstrated knowledge of relevant disability legislation included that related to duty of care, access rights, privacy, confidentiality and mandatory notification.

General Competencies

- Greater than 2 years' experience in general Occupational Therapy practice and has developed specialisation within the discipline.
- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds.
- Advanced written and verbal communication skills.
- Ability to be creative, innovative and flexible and readily accommodate change.
- Analytical, problem solving and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.

- Ability to design, implement, monitor and evaluate consumer focused vision rehabilitation programs by applying thorough and professional knowledge of Occupational Therapy theories and methodologies.
- Knowledge of the NDIS – desirable.

Qualifications/Licenses

- Relevant tertiary qualifications in Occupational Therapy - essential.
- Occupational Therapy Registration with the Australian Health Practitioner regulation Authority (AHPRA) – essential.
- SA Driver's License or equivalent.
- Senior first aid and child safe environment – current or willingness to update.

■ General Conditions

All Guide Dogs staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements, where required
- Adhere to the Values of Guide Dogs Association of SA/NT Inc. which are converted into the below behaviours and assessed on an ongoing informal basis, and formally through the Professional Development Plan process
- Guide Dogs SA/NT is a smoke free workplace. This includes buildings, vehicles and events.

Accepted by Employee:

_____/_____/_____
Signature Print Name

Approved by Manager

_____/_____/_____
Signature

■ Guide Dogs Association of SA/NT Inc. - Values

Achievement | Delivering outcomes

- Delivering our services to the highest possible standard
- Delivering results that have value for customers
- Delivering on time as promised
- Recognising and celebrating achievements
- Holding ourselves accountable.

Collaboration | Actively engaging with others

- Working together to achieve our goals
- Working in partnership with other teams
- Seeking the input of others in matters that impact them
- Sharing our expertise and knowledge freely
- Actively listening to others.

Integrity | Ethical, honest and respectful

- Respecting the uniqueness of individuals
- Transparent in our communication
- Acting in the best interests of customers
- Doing what we say we will do
- Non-judgemental in our dealings with others.

Fun | Creating an energetic, enjoyable place for ourselves and others

- Showing enthusiasm for what we do
- Balancing life and work
- Contributing to a vibrant working environment
- Supporting and encouraging one another
- Creating opportunities for celebration and camaraderie.

Innovation | Forward thinking

- Open to new ideas
- Solutions-focused
- Taking responsibility for developing ourselves
- Proactively seeking new ways to create value for customers and the organisation
- Continually looking for ways to improve our services.