

Orientation & Mobility Instructor Level 1

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

■ Position Level Descriptor

An individual at the Orientation & Mobility Instructor (OMI) – Level 1 is accountable for their own performance and contributes to team performance. People at the OMI - Level 1 level do not have any people reporting to them on a day to day basis.

■ Position Summary

The role of the OMI is a specialist resource for Guide Dogs SA/NT and will demonstrate the skills and attitudes to develop OMI service offering to meet the needs of GDSA/NT clients and customers. Services will include assessment and implementation of programs to clients in hospital, home and community settings.

■ Position Responsibilities

Key Responsibilities

- Working collaboratively and supportively in a multidisciplinary team to deliver, contribute to the delivery of appropriate Programs for clients by exercising professional judgement within prescribed areas under guidance from Senior and Principal Clinicians.
- Contribute to the evaluation and analysis of guidelines, policies and procedures applicable to their service work.
- Develop and demonstrate competence in client assessments and evaluations, goal setting, program planning and service delivery.
- Promoting 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.
- Deliver education opportunities for a range of stakeholders, including universities, using generalist knowledge and prepared materials.
- Proactively identify opportunities for, and participate in continuous improvement projects under general supervision.

- Contribute to 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.
- Consistently meet KPI's, whilst maintaining quality services and outcomes for clients and completing accurate administration records and reporting.
- Follow Guide Dogs SA/NT defined policies and procedures.
- 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.

Professional Development Responsibilities

- Maintain required hours of continuing education, 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 2 and Level 3 OMI's 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.
- Support the supervision and training of discipline specific students and/or provide guidance.

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

- Ability to understand the impact of vision loss on individuals, their family and/or carers
- Ability to design, implement, monitor and evaluate consumer focused vision rehabilitation programs by applying thorough and professional knowledge of allied health theories and methodologies.
- Ability to develop relationships, provide informal counselling and demonstrate empathy when dealing with clients and their families.
- Knowledge of relevant disability legislation, including that related to duty of care, access rights, privacy, confidentiality and mandatory notification.

General Competencies

- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds – essential.
- Advanced verbal and written communication skills.
- Ability to prioritise workload and meet set timelines.
- Ability to be creative, innovative and flexible and readily accommodate change.
- Ability to analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgement.
- Knowledge of the NDIS – desirable.

Qualifications/Licenses

Cadet – Level 1 band 1

- Recognised undergraduate qualifications.
- Undertaking training in Orientation and Mobility – essential.
- Active membership of OMAA would be well regarded.
- Working toward achievement of the Orientation and Mobility Specialist Certification (COMS).
- SA Driver's Licence or equivalent – preferred.
- Senior first aid and child safe environment certification – current or willingness to update.

Qualified OMI – Level 1 band 2.

- Recognised tertiary qualifications in Orientation and Mobility – essential.

- Active membership of OMAA would be well regarded.
- Working toward achievement of the Orientation and Mobility Specialist Certification (COMS).
- SA Driver's Licence or equivalent – preferred.
- Senior first aid and child safe environment certification – current or willingness to update.

Qualified OMI – Level 1 band 3

- Recognised tertiary qualifications in Orientation and Mobility – essential.
- Active membership of OMAA would be well regarded.
- Orientation and Mobility Specialist Certification (COMS).
- SA Driver's Licence or equivalent – preferred.
- Senior first aid and child safe environment certification – 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.