



Position Specifications – Senior Occupational Therapist

Job Title:	Occupational Therapist – Senior	Practice open hours:	Mon to Fri 8am – 6.15pm Saturday 8am - 3pm
Business Type:	Allied health private practice	Regular hours	10 days per fortnight, 76 hours per fortnight within practice hours
Location:	Elizabeth Downs, Adelaide SA	Travel Required:	Yes
Level/Salary Range:	AHP Level 2	Annual leave:	4 weeks per year (over Xmas closure and by negotiation)
HR Contact:	Business Manager	Superannuation:	As per legislation
Position Type:	Employee - Fulltime	Personal leave	10 days p.a. as per Fairwork Legislation
Reporting, working relationships	The Senior Occupational therapist reports to the Clinical Manager of Talking Matters. The position provides professional support and assistance to peers and receives professional support from peers and the management team.		
Special conditions	Successful applicants will need to provide proof of an acceptable criminal history screening check (DCSI Working with Children check). Successful applicants will need to maintain current Child Safe & RAN Training. A current driver's licence and willingness to drive is essential. 20 million public liability and professional indemnity insurance to be maintained. Medicare registration		
Location 238 Midway Road Elizabeth Downs SA 5113		Contact details Ph. (08) 8255 7137 Fax (08) 8219 0128 business@talkingmatters.com.au	
Job Description			
Job Purpose: The senior occupational therapist is responsible for independently providing a high standard, effective and efficient clinical occupational therapy service across a variety of service delivery modes. As well as having highly developed general caseload skills, the senior occupational therapist also has a specific area of specialty or focus. The senior occupational therapist role has additional clinical responsibilities, such as supporting more junior occupational therapy staff, resource and service development, delivering professional development, and community engagement.			
Minimum Skills/qualifications:			
<ul style="list-style-type: none"> • Bachelor or Master's degree in occupational therapy and registration with Occupational Therapy Australia • A minimum of 2 years of pediatric clinical experience or demonstrated knowledge and competence in pediatric occupational therapy services. 			

- Ongoing Professional Development engagement
- Registration as a Medicare Provider and as a provider with health funds
- Proven experience in providing a diverse clinical occupational therapy service
- Proven people and service management experience
- Demonstrated leadership abilities within a team

Statement of Key Responsibilities / Duties

Provision of client services

- Provide appropriate skilled clinical assessment and interventions across a range of clinical areas and service delivery modes (e.g. home, office, school, group, individual, transdisciplinary)
- Provide specialist advice and service in a specific area of occupational therapy
- Provide clinical services of a more complex nature and exercise independent professional judgement when required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaption or modification.
- Provides consultation to schools
- Work collaboratively with members of the multidisciplinary team (and external service providers) to ensure client focused approach to care
- Work with children and families through the NDIA process
- Assist in development and review of therapy resources and other educational material suitable for clients and their families

Policy development, service planning and evaluation

- Identify opportunities for improvements in clinical practice, and develops and leads ongoing quality improvement activities
- Looks to develop innovative programs / services / referrals
- Monitor, evaluate and review the implementation of programs against set goals
- Contribute to the planning, development and evaluation of client programs and services.
- Incorporation of Evidence Based Practice into clinical practice

Professional Development

- Maintain a high standard of knowledge by participation in relevant professional development activities to meet own and service needs
- Identify training and development needs, developing, delivering and evaluating programs as required
- Contribute to continuing education of colleagues through peer meetings and feedback
- Provide education and training to other health professionals, students and others within the organisation and externally, where appropriate, on issues pertaining to Occupational therapy
- Participate in the development, implementation and review of training programs for staff, families, carers and the wider community
- Provide support for less experienced occupational therapy staff and provide supervision to undergraduate occupational therapy students

Organisational Requirements

- Attend, lead and actively participate at Talking Matters team meetings
- Comply with and promote work related policies and procedures relating to OHS&W, Emergency procedures, Child Safe Environments
- Actively participate in the ongoing identification, assessment, treatment and prevention of risks
- Undertake networking and liaison with other professionals and agencies, initiating and maintaining collaborative relationships providing early childhood services to children and their families
- Provide input into discussions regarding goals and objectives for programs and the practice

Special conditions:

- The incumbent will provide a minimum of 4 weeks' notice in writing to resign the position. Earlier exiting may be possible by agreement.
- Current SA Driver's licence and own reliable transport is essential.
- Visits to homes, childcare settings, schools and other offsite work may be required
- Some non-metropolitan travel may be required.
- Talking Matters is a smoke free and Child Safe workplace
- Rights and responsibilities of each party will be outlined in an employment contract

Last Updated By:	Carla Branson	Date:	28/08/17
Position accepted		Date:	

Person Specification

Essential Minimum Requirements (Those characteristics considered necessary)

Educational/Vocational Qualifications

- Bachelor or Master's Degree in Occupational therapy
- Registration with OT Australia and AHPRA
- Participation in the appropriate professional development program for occupational therapists
- Personal Professional Indemnity insurance for a minimum of 10 million dollars.

Personal Abilities/Aptitudes/Skills

- Demonstrated ability to work collaboratively and demonstrated leadership qualities
- Demonstrated leadership skills with an ability to deal positively with change.
- Demonstrated higher level skills in problem solving, negotiation and conflict resolution.
- Demonstrated verbal and written communication skills of an exemplary standard.
- Demonstrated ability to work in a team and liaise effectively with key stake holders and external service providers.
- Dynamic and innovative approach to problem solving, time management and organisational skills
- Demonstrated commitment to improving services and willingness to initiate and participate in quality improvement activities
- Demonstrated ability to provide clear professional advice to other allied health staff, based on a firm occupational therapy theoretical framework and supported by clear clinical reasoning
- Demonstrated ability to teach staff at all levels, undergraduate and postgraduate students as well as members of the wider community
- Demonstrated commitment to ongoing Professional Development

Experience

- Demonstrated general clinical experience possessing solid specialist skills in a focus area of Occupational therapy
- Demonstrated experience in providing a range of occupational therapy service delivery options
- Experience providing education and professional development to relevant internal and external groups
- Demonstrated experience in providing clinical supervision to AHP1 and students

Knowledge

- Superior knowledge base in relevant areas of practice, with extensive specialist knowledge in an area of Occupational therapy practice
- Knowledge of current evidence based practices
- Knowledge of the theory and principles of professional supervision;

Desirable Characteristics (To distinguish between applicants who have met all essential requirements)

Experience

- Previous experience in a private occupational therapy practice with exposure to NDIA and other government funding bodies
- Experience in quality/service improvement

Knowledge

- Demonstrated knowledge or principles and practical application of:
 1. Augmentative and Assistive Communication technology
 2. Modern technologies such as iPads and iPods/iPhones and applications for clinical practice

3. PECS / Keyword signing trained
 - Demonstrated knowledge of principles and practical application of:
 1. Occupational Health and Safety requirements
 2. Child Protection legislation and Mandatory Notification requirements
 3. Continuous Quality Improvement and Performance Management
 4. Requirements for Medicare, health fund and government funding options for services
 5. Effective marketing, including the use of social media

Educational/Vocational Qualifications

1. Relevant additional professional development completed