

Position Description

Position Title	Occupational Therapist
Location	Wagga Wagga, NSW
Reports to	Portfolio Manager – Allied Health
Hours	Full time: 75 hours per fortnight or Part-time hours as negotiated
Conditions of Employment	<ul style="list-style-type: none"> • Western NSW Medicare Local Enterprise Agreement 2013 • Marathon Health Employee Handbook • Marathon Health Policies and Procedures • Police Check • Working with Children Check • Position Description • Letter of Offer
Incumbent	Vacant
Contract Period	As per employment contract

Purpose of the Role

To deliver Occupational Therapy services to children and adults.

Key Relationships

The Occupational Therapist reports to the Portfolio Manager – NDIS Murrumbidgee/ACT and is part of a multi-disciplinary team. You will build and maintain relationships with clients and their families, other service providers and external stakeholders to ensure a collaborative approach to the delivery of allied health services.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Deliver person centred, goal directed Occupational Therapy services for children and adults;
- Contribute to the development, implementation and evaluation of new models of Occupational Therapy service delivery, including telehealth and outreach;
- Liaise with and develop ongoing partnerships with clients, their families and other service providers including government and non-government agencies;
- Maintain accurate documentation of service provision and clinical records;
- Ensure confidentiality of each client is maintained in accordance with professional guidelines.
- Contribute to quality assurance activities;
- Compliance with Occupational Therapy Code of Ethics and Code of Professional Conduct and Scope of Practice;
- Undertake continuing professional development and maintain registration and supervision requirements;
- Actively contribute to the allied health team; and
- Complete reporting and administrative tasks in a timely manner and within the allocated timeframe.

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.

- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia .
3. Valid Drivers Licence.

Selection Criteria

Essential

- Recognised qualification in Occupational Therapy and membership (or eligibility to be a member) of Occupational Therapy Australia (OTA);
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA);
- Clinical experience or a willingness to gain experience in working with children and adults in a range of models of service provision;
- Commitment to evidence based practice, continuing professional development and quality improvement;
- Commitment to clinical supervision;
- Commitment to strength based, person centred practice;
- A strong customer focus;
- Excellent interpersonal and communication skills, including the ability to work in a team environment and autonomously;
- Sound computer skills; and
- Current Driver's Licence.

Desirable

- Experience in working with individuals who have a disability; and
- Experience or a willingness to learn how to deliver services by telehealth.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Employee Signature

Date