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| HR | Success Profile |  |

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| Role | Occupational Therapist |
| Reports to | Area Manager |
| Location | TBC |
| Manages / Supervises | N/A |
| Date revised | February 2021 |

## PURPOSE OF THE JOB:

To provide Occupational Therapy services to individuals with vision impairment to develop, enhance or maintain their independence in daily activities.

**KEY ACCOUNTABILITIES**:

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| Key Result Area |  |
| SERVICE DELIVERY | JOB HOLDER IS SUCCESSFUL WHEN: |
|  | * Clients are actively involved in determining their goals and how they will be achieved. * Clients’ goals reflect their individual needs, and incorporate input from family members and GDN colleagues where appropriate. * Clients receive individualised, evidence-based Occupational Therapy services that promote independence, enable the achievement of their identified goals and align with the relevant GDN Practice Standards. * Clients receive Occupational Therapy services that are flexible and responsive to their circumstances. * Clients receive high quality Occupational Therapy services that comply with relevant legislation, regulations and professional standards. * Clients are appropriately referred to other GDN services in alignment with GDN Scopes of Practice. * Clients are referred externally where their needs are unable to be met by GDN. |
| Key Result Area |  |
| SERVICE AND PROFESSIONAL DEVELOPMENT | JOB HOLDER IS SUCCESSFUL WHEN: |
|  | * Professional relationships with referrers, professionals and community groups are developed and maintained. * Effective referral pathways into the Occupational Therapy service are identified and developed. * GDN marketing and communication goals are supported through engagement in events and media activities as directed. * Continuous improvement initiatives are identified and acted upon. * Professional knowledge and skills are continually developed. * Professional registration is maintained with the Occupational Therapy Board of Australia, through the Australian Health Practitioner Regulation Agency. |
| Key Result Area |  |
| ADMINISTRATION | JOB HOLDER IS SUCCESSFUL WHEN: |
|  | * Client caseload is prioritised appropriately. * Rosters and calendars are completed accurately. * Service delivery documentation is accurate, comprehensive and promptly completed. * Reports are completed to a high standard. * GDN policies and procedures are adhered to at all times. * Relevant meetings, committees and events are attended on time with appropriate preparation and participation. |

**NOTES**: Complete other tasks as required / directed.

KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

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| Essential | Desirable |
| * Tertiary qualification in Occupational Therapy. * Current registration as an Occupational Therapist with AHPRA. * Excellent written and verbal communication skills. * Ability to work in a team, as well as independently. * Excellent time management and organisation skills. * Attention to detail, and skills in analysis, planning and problem solving. * Ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks. * Familiarity with Microsoft Office and smart phone applications. * Confirmed “Working With Children Check” and/or “Working with Vulnerable People Check” (or willingness to complete). * Hold a current class C driver licence. * Able to manage the physical demands and inherent requirements of the job. | * Experience delivering Occupational Therapy vision rehabilitation programs. * Knowledge or experience with NDIS and My Aged Care. * Eligibility for DVA provider number. * Experience delivering capacity building supports using telepractice (e.g. phone, and videoconferencing). |

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| Additional Accountabilities | JOB HOLDER IS REQUIRED TO: |
| WH&S Responsibilities | * Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices. * Participate in team meetings to discuss workplace health safety in the department. * Report any hazards and incidents as soon as possible, whether or not someone was injured. * Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required. * Ensure that anything which is provided in the interests of workplace health and safety is not misused or interfered with. |
| Values | * Demonstrate and promote the GDN values: * Lead with Head and Heart * Never stop exploring * Walk the talk * Lift each other |

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| [Name] | [Sign] | [Date] |