



## Job Description

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Our vision is **Human Potential, Realised.**

Civic Disability Services is a not-for-profit organisation that provides services to individuals with intellectual disability and mental illness. We aim to create a society where people have the opportunity to realise their full potential, achieve their goals and participate as a valued member of the community.

**Role:** Occupational Therapist

**Reporting:** The role reports to Clinical Practice Manager

**Objective:**

The key objectives of the role are to:

1. To provide occupational therapy services to the people supported by Civic Disability Services to promote positive mental, physical and emotional health; social and economic participation.
2. Maintain or maximise a client's independence in the areas of self-care, work and leisure.

**Duties and responsibilities:**

1. Use a multi-disciplinary approach to assist clients to meet their needs, goals, objectives and aspirations.
2. Adopt a Person-Centred Approach with all client and stakeholder interactions.
3. Assess and coordinate the delivery of occupational therapy services to children and adults with physical, intellectual and/or psychosocial disabilities.
4. Assess, recommend and prescribe equipment and modifications to improve a client's environment or performance of a task.
5. Assess, recommend and produce comprehensive functional assessment reports in relation to an individual's suitability to access alternative housing options (e.g. Supported Independent Living and Specialist Disability Accommodation).
6. Conduct home visits and visits to the community as required.
7. Investigate and source skill building and independent living resources.
8. Develop and deliver training on equipment specific protocols, procedures, practices and/or evidence-based interventions to team members and carers to improve their skills and knowledge, meet a client's needs and support methods, and improve client outcomes.
9. Develop and deliver training modules in relation to safe work practices such as Manual Handling.
10. Advise the Manager of any significant changes or concerns regarding a client, their home environment, wellbeing, their services, or other risks, as soon as possible
11. Utilise a referral-based service model.
12. Appropriately use technology and equipment supplied to effectively complete work tasks.



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13. Plan and organise a daily personal work routine which facilitates completion of allocated work tasks.
14. Develop and maintain appropriate and accurate records, reports and documentation, including electronic records for person we support.
15. Actively participate in the work environment and engage in personal/professional development opportunities.
16. Follow procedures established within the Organisation including Occupational Health and Safety Policies, Procedures and Instructions of the Organisation.
17. Any other duties as directed by the Clinical Services Manager within the scope of the position and competence of the employee concerned.

### Essential Criteria

- Degree qualified in Occupational Therapy.
- Current, unrestricted registration as an Occupational Therapist with AHPRA.
- Experience undertaking evidenced based clinical assessments and providing therapeutic interventions to meet client needs.
- Experience in sensory processing, complex seating and home modifications would be a huge advantage.
- Experience in a community health and/or disability services environment with a focus on people with complex care needs would be a huge advantage.
- An understanding of the National Disability Insurance Scheme and the Quality and Safeguarding Commission would be a huge advantage.
- The ability to translate sometimes complex clinical concepts, policy and legislative requirements into a language and format that clients, employees and other stakeholders can understand and use.
- The ability to form working relationships based on trust and respect, where internal customers see the value of the services you provide.
- A passion for working with clients, colleagues, families and others to find innovative and practical solutions that allow clients to realise their human potential.
- Unrestricted Drivers Licence.