

## Koorana Child and Family Services - Position Description

**Position Title:** Occupational Therapist

**Reporting Relationship:** Team Leader.

**Direct Reports:** None

### 1. Position Purpose

Koorana works with all children, and is committed to delivering quality children's services through the provision of early childhood education, intervention and family support in ways that acknowledge and respect all individuals. Services are provided across the Inner West and South West areas of Sydney, and surrounding suburbs.

The Occupational Therapist is responsible for ensuring the provision of occupational therapy and support services to families who have a child with additional needs enrolled in one of Koorana's services. Key responsibilities of the Occupational Therapist are:

- providing occupational therapy services to address specific needs of children enrolled in a Koorana program
- collaborative planning, implementation and evaluation of the allied health program
- participating in trans-disciplinary practice within the team and consultation with other relevant agencies
- referring to other professionals or agencies as appropriate
- maintaining a high degree of professional awareness in regard to current best practice and research in the field, and ensuring the application of these principles at all times
- maintaining a clinical caseload.

### 2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The General Manager Client Services supports the CEO by leading all of Koorana's service delivery, supported by two Service Operations Managers, covering the

- South West Sydney (SWS) areas of Bankstown, Liverpool and Fairfield and surrounding suburbs
- Inner West Sydney (IWS) areas of Canterbury, Marrickville, Leichhardt, Ashfield, Burwood, Strathfield and Canada Bay and surrounding suburbs.

The CEO, General Manager Client Services and General Manager Corporate Services form the Executive Management Team.

Koorana values self determination, access and equity, mutual respect, collaboration, and ethics & integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that

- respect, support and enhance the vital role the family plays in their child's life and development
- recognise the ways in which a child's abilities, disability, developmental delay or challenging behaviour can impact on all family members.

Koorana's services are designed to ensure that families are well informed, have choices, and are supported in their decisions.

### **3. Position Responsibilities**

#### **3.1 Provide a quality occupational therapy program**

- Apply evidence based practice to develop, implement, and evaluate the individual occupational therapy goals of children within a trans-disciplinary model
- Complete assessments and reviews of individual children as required
- Family centred programming in line with Koorana's Professional Code of Conduct, treating families and children with dignity and respect to culture and beliefs
- Work collaboratively with Koorana staff to set specific objectives and implement viable strategies for achieving the objectives.

#### **3.2 Effective and timely completion of administrative tasks**

- Develop an effective timetable for the delivery of occupational therapy services
- Timely completion of all required documentation, reporting, and record keeping tasks
- Keep an up to date record of each child's individual program including long term goals, specific objectives, progress notes and evaluations
- Document all assessments and reviews
- Ensure documentation is appropriately filed and parents/carers receive copies in line with organisational procedure.

#### **3.3 Professional responsibilities, advocacy and representation**

- Adherence to operational guidelines for service delivery as outlined in the organisation's policy and procedure documents
- Represent or attend relevant external meetings, including interagency networks, and community forums where appropriate
- Promote the services of Koorana through a range of communication strategies
- Represent or attend relevant external meetings, including interagency networks, and community forums where appropriate
- Participate and/or present on behalf of Koorana at conferences, workshops etc. as required
- Initiate contact and regularly liaise with other relevant professionals and organisations in a collaborative and consultative manner
- Take responsibility for direct student supervision or alternatively, participate in the student supervision process as required
- Maintain a clinical perspective, and keep abreast of current research and trends, through continued membership of Occupational Therapy Australia
- Contribute to and/or participate in relevant research conducted either by Koorana or an approved outside party when required
- Employ current best practice and research based principles into work performance.
- Support and mentor new staff as requested by the Team Leader

#### **4. Key Selection Criteria**

##### **Qualifications**

- A recognised degree in Occupational Therapy
- Registration with the Occupational Therapy Board of Australia.

##### **Experience & Skills**

- A sound knowledge of paediatric occupational therapy
- Experience working with a paediatric caseload
- Practical experience in delivering therapy within natural learning environments e.g. home, educational and community based settings
- Experience in conducting a range of formal assessments and effective communication of assessment outcomes
- Knowledge of the principles of family-centred practice
- Experience working within a team environment implementing transdisciplinary practice
- Ability to interpret professional reports
- Demonstrated ability to take initiative, prioritise, plan ahead, anticipate risks and problem solve
- Demonstrated ability to work in a culturally diverse community
- Proficiency with Microsoft Office computer applications.

##### **Personal attributes**

- Respect for the philosophy and values held by Koorana
- Exceptionally well organised
- Current Driver's License
- Access to a comprehensively insured vehicle

#### **5. Personal and Professional Development**

- Maintain membership of their appropriate relevant professional body/organization (i.e. OTA)
- Meet requirements to provide ATAPS
- Attend internal/external training as appropriate
- Participate in a performance development & review process
- Participate in at least one unpaid, out of hour's community activity in each calendar year (e.g. AGM, local festivities etc.)

#### **6. Confidentiality**

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.