

## HRF014 Position Description Template

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**POSITION TITLE: OCCUPATIONAL THERAPIST**

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**REPORTS TO: GENERAL MANAGER SERVICE DELIVERY**

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### JOB SUMMARY

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This position is principally responsible for:

- Provision of Occupational Therapy services to Access Plus Clients

Provide support and encourage participants to achieve their identified goals within their funding plan.

### PRIMARY DUTIES AND RESPONSIBILITIES

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- Therapeutic use of occupations, and activities, including therapeutic use of self (including one's personality, insights, perceptions, and judgments, as part of the therapeutic process);
- Skill development in self-care, self-management, home management, and community/work/school reintegration;
- Education and support of individuals, including family members, caregivers, and others, through collaborative and consultative partnerships and family-centred approaches;
- Modification of environments (e.g., home, work, school, community) and adaptation of processes, including the application of ergonomic principles;
- Use of natural contexts for assessment and intervention (i.e. home, school classrooms, work settings, community)
- Completes all outlined tasks within the time frames required by the Access Plus WA Deaf
- Contributes to the development of the Access Plus WA Deaf team to meet its goals and objectives;
- Participates in Quality improvement initiatives and processes as determined by Access Plus WA Deaf Practice;
- Conducts all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, and all policies, procedures and guidelines as determined by Access Plus WA Deaf;
- Participates in professional and performance development as required;
- Provides excellent internal customer service to other Access Plus WA Deaf staff, with a strong focus on achieving team goals;
- Performs other duties as required by the CEO or their delegate;

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### AUTHORITY & SUPERVISORY REQUIREMENTS

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#### *Reporting Relationships*

#### **General Manager Service Delivery**

*Responsible to*

**THIS POSITION**

*Responsible to*

Not Applicable

### POSITION STATUS, REMUNERATION AND BENEFITS

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#### Position STATUS:

Position type: Part Time/Casual

#### Remuneration:

Salary/Award Band As per contract of employment

Superannuation 9.5% of total salary

Access Plus WA Deaf is classified as a Public Benevolent Institute by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Chief Executive Officer to a maximum of \$30,000 grossed up per annum. Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.

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### SPECIAL CIRCUMSTANCES / LICENCES

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- Police Clearance (No less than 2 years old)-Mandatory
- Valid Working With Children Card-Mandatory
- Valid First Aid Certification (For Client facing roles)
- Current drivers license and & Insurance (For mobile Client facing roles)
- Evidence to work in Australia (Passport/Birth Certificate/Visa)
- Access to a Vehicle and Smartphone

### ESSENTIAL MINIMUM SELECTION CRITERIA

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#### Experience/Qualifications

- Training and/or a tertiary qualification in a relevant discipline, or equivalent level of expertise gained from a combination of experience, training or professional accreditation.

#### Skills, Abilities and Knowledge

- High level of interpersonal and communication skills, and the ability to maintain confidentiality;
- Ability to communicate in Auslan and English
- Ability to work independently and part of a team to produce outcomes;
- Previous experience working within Community services, person centred approach;
- Experience working with Deaf or Hard of Hearing clients/community;

#### Personal Characteristics

- Positive & Flexible attitude
- Diplomacy and tact in dealing with staff and clients;
- Resolving conflict in a professional manner;
- Maintaining strict confidentiality;
- Strong time management & Punctual

### DESIRABLE CRITERIA

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- Familiarity with the Disability Sector/NDIS
- Self motivated with ability to display initiative
- Knowledge of Deaf culture and history

***Access Plus WA Deaf is an Equal Opportunity Employer who values and encourages diversity within its workforce and ensures a smoke free environment for its staff***

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