

## POSITION DESCRIPTION

<b>Position title:</b>	Occupational Therapist
<b>Position reports to:</b>	Managing Director/Senior Occupational Therapist
<b>Hours:</b>	37.5 hours per week
<b>Salary:</b>	Negotiable dependent on experience + 9.5% employer funded superannuation + attractive car allowance
<b>Probation period:</b>	6 months
<b>Further information:</b>	Darren McInnes, Director Phone: 8331 0566 Email: darren@livingtothemax.com.au
<b>Application instructions:</b>	All applications are to be submitted via email to Darren McInnes at darren@livingtothemax.com.au by 5pm, Friday 6 <sup>th</sup> November 2015. Please include in your application a cover letter, 1-2 pages addressing the essential selection criteria and your resume.

**Please note:** Applications that do not adhere to the application instructions will not be considered.

### Living to the Max Occupational Therapy Services

Living to the Max Occupational Therapy Services has been providing client-centred healthcare since 2007. We are a community based practice with a focus on adult intervention. We service clients through private and government funding sources and pride ourselves on exceptional client service to meet individual needs. We specialise in:

- Aged care
- Adult disability including those with highly complex needs
- Medico-legal assessments
- In-home functional rehabilitation
- Occupational, Health, Safety and Welfare (OHSW)

Our primary goal is to enable people to participate in the activities of everyday life. Whether it is returning to work, living with a disability, recovering from illness or injury or maintaining the independence of our elderly, we work with people and communities to enhance their ability to engage in the activities they want to, or need to do – either through adapting the environment, modifying the task, teaching the skill, or educating the client.

### Purpose of the position

Our Occupational Therapists are responsible for delivering community based OT intervention for a wide range of client groups. We are currently a registered provider for the Department of Veterans' Affairs, Disability SA, Housing SA, Medicare and Workcover SA. We also service private clients and undertake hospital locum work when required.

<b>Core responsibilities:</b>	Home based occupational therapy assessments (aged care and disability) including all areas of activities of daily living, mobility and home safety: <ul style="list-style-type: none"><li>- Equipment prescription and relevant clinical justification (basic equipment through to more complex specialised equipment)</li><li>- Minor and major home modification recommendations with relevant diagrams</li><li>- Recommendation of community based services</li><li>- Home safety assessments</li></ul>
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- Equipment applications for a variety of government equipment programs
- Compensable client assessment, intervention and report writing

Communicating assessed needs clearly and precisely to client and funding organisations within appropriate time frames.

Providing clients with all available options / solutions within assessment brief and funding guidelines

Ensuring recommendations meet all legal requirements, including Australian Standards (where applicable).

Completing relevant paperwork relating to assessments (both clinical and administrative) to a high standard, including client file case notes.

Ensuring Occupational Health, Safety and Welfare of all staff including yourself.

Liaison with other community based organisations and GPs etc to ensure best practice in holistic client focused care.

Establish and maintain positive working relationships with clients, families, team members and other key stakeholders.

Consistently demonstrate best practice and a commitment to quality standards, proactively identifying needs for improvement and showing initiative in meeting these improvement needs.

Commitment to the ongoing development of the practice and its services.

Commitment to ongoing professional development within both work time and personal time, including maintaining up to date knowledge of evidence based practice.

Support and supervision of less experienced colleagues within the organisation. Willingness to share knowledge and promote team growth.

Assist with quality induction of new staff members as required and supervision of students.

Accurately record client intervention for billing purposes.

Provide hospital Locum OT coverage as appropriate/required.

**Special requirements:** Use of own private vehicle for community visits. Attractive vehicle allowance provided on a per km rate.

**Essential criteria:** A Bachelor of Applied Science (Occupational Therapy) or equivalent qualification that meets the registration requirements of the Allied Health Practitioner Regulation Agency  
 Experience in community based assessment and rehabilitation (aged care and disability) including equipment prescription (basic through to complex), home modifications, service identification and linking clients appropriately through onward referrals.  
 Excellent communication and interpersonal skills to effectively engage with colleagues, clients and key stakeholders  
 Demonstrated customer service skills and a client-centred approach to healthcare  
 Exceptional organisation skills and the ability to work autonomously in a complex

environment characterised by competing demands and tight timelines

Demonstrated written communication skills including the ability to produce accurate client files, develop referral documentation and communicate to other health professionals

Demonstrated experience working collaboratively in a team based work environment

**Desirable criteria:**

Demonstrated experience in postural assessment and seating prescription

Demonstrated experience in workplace ergonomic assessments and training experience

Demonstrated experience in compensable client assessments and intervention (medico-legal)

**Registration requirements as a condition of employment**

Allied Health Practitioner Regulation Agency

Member of Occupational Therapy Australia

Medicare

Police Check not more than 6 months old

Australian drivers licence