



Grade 3 Occupational Therapist (Senior Occupational Therapist - Adult Neurodevelopmental and Psychosocial Disabilities)

Award or EBA:	AHP VIC Community health Enterprise Agreement 22-26
Classification/Grade:	Grade 3
Directorate:	Primary Care
Reports to:	Occupational Therapy Team Leader
Direct Reports:	None

Our vision is ensuring the health and wellbeing of our community. Our [values](#) are:



Inclusion

We create an equal and more respectful world by making space and standing with people of all backgrounds.



Integrity

Our ethics, fairness and transparency drive actions and outcomes that we can all feel proud of.



Excellence

We believe in extraordinary service and we achieve it by going the extra mile to help others.



Innovation

We look to a better and brighter tomorrow to shape the potential today.



Collaboration

We work together to nurture the ideal conditions for our community to thrive.

About Us

Over the past three years, DPV Health has embarked on an exciting cultural transformation called the DPV Health Way. This included a values refresh, with renewed focus on Our People, their contribution to our organisation and community and enforcing our commitment to excellent care, supporting every employee in leading a happy, balanced, fulfilling life; no matter who they are, where they are from — or where they are going. Our workplace culture is committed to DPV Health values and celebrates workforce diversity reinforcing the positive approach we have to the way people contribute, communicate, engage and interact.

Our People deserve to feel empowered and supported as they pursue their professional goals, learn new skills, and achieve meaningful milestones in their work. At DPV Health, we foster an environment that promotes greater growth, innovation, and collaboration, so you can feel elevated every day.

We invest in Our People, proudly offering a diverse range of opportunities including knowledge sharing, ongoing learning and development, leadership development, connectedness, and celebration; these are key pillars in our culture.

Position Description

About the Role

This position contributes to the success of DPV Health by operating as Clinical Specialist Occupational Therapist within the Occupational Therapy team.

This unique role will be central to the success of DPV Health in growing it's capacity to deliver Occupational Therapy services to clients in our community through the development and delivery of a specialist Occupational therapy service in the practice areas of neurodevelopmental and psychosocial disabilities.

Key deliverables for this role are:

- To lead targeted engagement with external stakeholders, promoting the specialist OT service in order to grow referrals to the Occupational Therapy team for clients with neurodevelopmental and psychosocial disabilities. This will include referrals for clients with neurodevelopmental conditions such as autism spectrum disorder, intellectual disability, attention deficit disorder, learning disorders and communication disorders or clients with psycho-social conditions including mood disorders, anxiety disorders, schizoid disorders and personality disorders.
- To develop, establish and make sustainable, a service offering within the wider OT team to support clients with neurodevelopmental and psychosocial disabilities.
- To meet productivity targets in line with organisational expectations, in order to provide a sustainable service model.
- Providing high quality, evidence-based assessment and intervention to adult clients with neurodevelopmental and psychosocial disabilities.
- Manage an individual clinical caseload, including the provision of community-based and centre-based assessments, and interventions for clients, to maintain or improve their functional abilities and independence in line with their NDIS goals.
- Working within a multi-disciplinary framework on DPV Health's Health and Wellbeing Program
- Delivering training and support to other internal Occupational Therapists and Allied Health Assistants in the specialist area of practice, as required.
- Delivering in-person training of external OTs in these areas of practice, partnering with local OT providers to offer training.

Roles Key Accountabilities

Service Delivery

- To conduct evidence-based Occupational Therapy assessment and intervention to support community-based NDIS clients with neurodevelopmental or psychosocial disabilities in maintaining, or improving, functional abilities and independence in a variety of areas of occupation.
- To develop and carry out care plans that reflect clients' short term and long-term goals as described in their NDIS plans.
- To complete functional capacity assessments and reports as required by NDIA providing justification for client obtaining appropriate supports.

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- To work within a multidisciplinary framework and contribute to team-based care plans to support the achievement of individual client goals.

Reporting, System and Analytics

- Ensure client activity and statistical data is documented in the required systems in a timely manner and in alignment with DPV health procedures
- Demonstrated program outcomes and improvements
- Actively use and promote the use of DPV Health systems such as TRAK, CareLink, RiskMan, PROMPT, MyBooking, MEX, ELMO and others

Financials, Budgets, Target, Funding

- Identify opportunities to enhance the financial sustainability of the specialist service i.e. provision of Occupational Therapy service for clients with neurodevelopmental and psychosocial disability.
- Grow the OT service in the specialist practice area by engaging with local service providers within the NDIS space to market the service and contribute to DPV Health's sustainability in providing services to clients in our community.
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations.
- Achieve individual targets within own clinical role.

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews.
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct.

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards.
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response.
- Actively monitor and improve the quality and safety of their care and services.
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

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Clinical Expectations/Competencies

- Clinicians and Clinical Supervisors are expected to retain (or where appropriate be eligible for) appropriate registration or the equivalent relevant to their profession.
- Clinicians and Clinical Supervisors are expected to build and maintain effective relationships with your clients to empower and support directive client care.
- Clinicians and Clinical Supervisors are expected to provide and/or support, the delivery of high-quality clinical care.
- Clinicians and Clinical Supervisors are expected to commit to continuous improvements and seeking and acting on client feedback.
- Clinicians and Clinical Supervisors are expected to keep abreast of recent evidence-based therapies and/or treatments/practices/guidelines/frameworks related to practice/support/supervision, and
- Clinicians and Clinical Supervisors are expected to keep abreast of current research and identify relevant opportunities for innovation & research.
- Clinicians and Clinical Supervisors are expected to support and maintain all accreditation standards relevant to the discipline and services provided.

Additional Duties:

- Adhere to the Organisational and Program policies and procedures.
- Support and supervise the practice of Allied Health Assistant staff, as required.
- Participate in relevant project work in conjunction with other relevant health professionals.
- Participate in relevant networks and forums and maintenance of links with key external agencies.
- Undertake professional development activities to maintain and enhance skills.
- Participate in the Individual Performance Review (IPR) process including the development of an annual work plan, ensuring activities are carried out as outlined.
- Attend service unit meetings, staff meetings and other organisational meetings as required.
- Contribute to a positive culture within the Health and Wellbeing program and foster a multidisciplinary approach to client care.
- Utilise self-reflection, supervision and client feedback to identify and address individual training and development needs, particularly with regards to clinical skills development.
- Undertake any reasonable additional tasks as directed by DPV Health.
- Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- | | |
|-------------------------------------|-------------------------------------|
| • Current Victorian Drivers Licence | • Valid Working with Children Check |
| • NDIS Clearance Check | • Satisfactory Police Check |

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- Travel between sites is required.
- International Residency Stat Dec and International Police Check (if required)
- Vaccination Status as per the Workforce Vaccination policy & Procedure

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Bachelor Degree or Masters in Occupational Therapy.
- Current Registration with AHPRA.
- Post graduate training in Disability is desirable

Experience & Skills

- At least 7 years' experience in Occupational therapy, particularly within the psychosocial and neurodevelopmental disability space
- Experience in community setting preferred but not essential

Service Delivery

- Current Registration as an Occupational Therapist with AHPRA.
- Strong experience conducting Occupational Therapy assessments and intervention to support community-based NDIS clients with neurodevelopmental or psychosocial disabilities in meeting their goals.
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client,
- Experience working as an Occupational Therapist in a community setting including work with CALD clients is desirable.
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services.
- Understanding client needs and providing excellent service.

Communication and interpersonal approach

- Excellent communication skills including an ability to work within an inter-professional framework and collegiate manner.
- Communicates with a diverse range of audiences in an informative, engaging and persuasive manner.
- Excellent written and verbal communication skills.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity.
- You can be tactful and impactful.
- Utilises interpersonal skills and tools to establish constructive rapport with clients from a variety of cultures, religions and socio-economic circumstances.
- Communicating to a diverse range of audiences in an informative, engaging and persuasive manner
- Ability to present complex information in an easily understood and accessible format.

Client Focussed

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- Substantial and recent experience in the specialist OT area.
- Ability to deliver results and meet and exceed your client expectations.
- Builds client relationships and builds a culture where best for the client guides decision making.
- Ability to understand the client needs and deliver the required service.

Planning and Organisation

- Good business/commercial acumen, relevant to NDIS space.
- Ability to write clear, concise and informative reports.
- Excellent understanding and knowledge of the funding changes impacting the NDIS sector.
- Demonstrated ability to participate in a performance driven environment.
- Experience or understanding of the relevant funding initiatives.
- Understanding and implementing financial evaluation of services provided (NDIS)
- Ability to work independently and meet agreed timelines.

Industry

- Knowledge of community support services
- Knowledge of Client Directed Care principles and frameworks.
- Ability to work independently and respond to a changing work environment.

Quality, process improvement and innovation

- Uses initiative in identifying continuous quality improvement opportunities.
- Knowing the most effective and efficient processes to get things done. Speaking up and making suggestions when things can be done better for the client.
- Capacity to make decisions, find solutions and escalate when required.
- Seek opportunities to improve processes adapting to a flexible and changing environment.
- Commitment to maintaining a high standard and quality of work and ethics.

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature_____ Date_____