

BARCALDINE REGIONAL COUNCIL

POSITION DESCRIPTION

POSITION TITLE: Occupational Therapist – Community Care Services

- 1. LOCATION BASE:** Barcaldine with Regional Work and Travel as required.
- 2. DIRECTION AND SUPERVISORY RESPONSIBILITY:**
 - 1) Supervision and direction of other employees may be required.
 - 2) Work is performed under general direction.
 - 3) Will be required to provide expert advice to colleagues and other community care services employees.
 - 4) Solutions to problems can generally be found in documented techniques, precedents, guidelines or instructions. Assistance from senior employees is available when required.
- 3. REPORTS AND PROFESSIONAL RELATIONSHIPS:**
 - 1) Directly to the Senior Coordinator - Community Care Services.
 - 2) Interacts with internal stakeholders including but not limited to: District Coordinators, Personal Care Assistants/Workers, Field Officer, and Community Care Services Administration.
 - 3) Interacts with external stakeholders including but not limited to: Participants, families, Personal Care Workers, Local Area Coordinator, NDIA, Disability Organisations, other allied health professionals – QHealth, NWRH, LTTS.
- 4. INDUSTRIAL INSTRUMENTS:**
 - 1) Queensland Local Government Industry (Stream A) Award – State 2017; and
 - 2) Barcaldine Regional Council Certified Agreement 2018.
- 5. AWARD EMPLOYMENT STATUS:**
 - 1) Full Time - subject to Council's capacity to Pay, Funding and Employee Performance.
- 6. CLASSIFICATION LEVEL:**
 - 1) Level 5 as defined in the Queensland Local Government Industry (Stream A) Award – Division 2 – Section 1 and the Barcaldine Regional Council Certified Agreement 2018.
- 7. PURPOSE:** The main purpose of this position is to provide occupational therapy services to NDIS participants, Home Modifications consumers and Home Assist Secure clients. This position will also actively support the clinical and professional development of all community care services employees.

8. MAJOR OUTCOMES AND RESPONSIBILITIES OF POSITION

This role encompasses a range of duties and responsibilities which may vary as directed by Council. The key ones include:

- 1) Service Provision
 - a) Plan, deliver and evaluate Occupational Therapy services to consumers and NDIS participants, which build on family/consumer strengths, needs and priorities.

- b) Support participants and consumers inclusion and participation in the communities that they choose.
 - c) Provide services and support in collaboration with others.
 - d) Ensure that positive and productive relationships exist between Providers, the local community, and families.
 - e) Demonstrate an understanding and ability to provide services and support within the parameters of the funding available.
 - f) Participate in regular professional development opportunities to keep up with current developments.
 - g) Fulfil administrative requirements such as data collection, reporting and record keeping.
 - h) When assigned, supervise and train assistants, volunteers and students, ensuring the maintenance of professional, clinical, ethical, and safety standards.
 - i) Ensure compliance with our duty of care to clients (Code of Practice).
 - j) Ensure services meet quality service standards, and contract agreements.
- 2) People Leadership
- a) Cooperatively work in a team environment, exchange information, gather ideas and collaborate with all internal and external stakeholders as required to ensure open and clear communication is maintained between staff, management and other departments.
 - b) Actively support the clinical and professional development of peers and other allied health professionals.
 - c) Attend and participate in meetings, reviews and committees as required whilst seeking guidance and feedback from others for work performed.
 - d) Undertake a mentoring program, with the guidance of the Senior Community Care Services Officer and Occupational Therapy mentor.
- 3) Successfully ensure that records and systems within the Officer's control are maintained in accordance with legislative requirements, and successfully ensure the confidentiality and integrity of this data is maintained;
- 4) Exercise sound judgment by addressing and resolving problems using knowledge and work organisational skills acquired through qualifications and/or experience;
- 5) Successfully maintain a strong customer focus and provide superior customer service to ensure all stakeholders receive satisfactory outcomes from their dealings with Council;
- 6) Successfully participate and attend educational programs as requested by the Coordinator, and acquire relevant Training and Certification in accordance with legislative requirements as well as Council's Policies and Procedures;
- 7) Maintain sufficient knowledge and understanding of relevant legislation, Council's systems, programs, processes and procedures in order to effectively undertake the responsibilities of this position;
- 8) Successfully carry out obligations and ensure compliance with Council Policies and Procedures, Legislative requirements and compliance with Quality Assurance and Environmental management procedures relevant to this position;
- 9) Be aware of, comply with and be able to access, all statutory workplace safety legislation and Barcaldine Regional Council WH&S Management System – BRC Safety Management System, WH&S policies and procedures;
- 10) Promote safe working practices and successfully maintain a safe work environment;

- 11) Operate computers and internal computer systems to execute the duties and responsibilities of this position; and
- 12) Successfully carry out other duties as directed by the Senior Community Care Services Coordinator as may be necessary within skills, competencies and training.

9. SUPPORTING RESPONSIBILITIES

- 1) Provide support to other Districts and/or Council Regional Functions as directed by the CEO within skills, competencies and training.
- 2) All employees must:
 - a. Observe all laws relating to their employment including but not limited to the ethics principles outlined in section 4 of the Public Sector Ethics Act 1994;
 - b. Conduct all duties in accordance with relevant statutory requirements, industry codes, practices and standards; and
 - c. Comply with Council's Employee Code of Conduct, Council plans, policies and procedures.
- 3) All employees must observe Section 13 of the Local Government Act 2009 as follows:

Section 13.2 Responsibilities of local government employees
All employees have the following responsibilities—

 - (a) Implementing the policies and priorities of the local government in a way that promotes—
 - (i) the effective, efficient and economical management of public resources; and
 - (ii) excellence in service delivery; and
 - (iii) continual improvement;
 - (b) carrying out their duties in a way that ensures the local government—
 - (i) discharges its responsibilities under this Act; and
 - (ii) complies with all laws that apply to local governments; and
 - (iii) achieves its corporate plan;
 - (c) providing sound and impartial advice to the local government;
 - (d) carrying out their duties impartially and with integrity;
 - (e) ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government;
 - (f) improving all aspects of the employee's work performance;
 - (g) observing all laws relating to their employment;
 - (h) observing the ethics principles under the Public Sector Ethics Act 1994, section 4;
 - (i) complying with a code of conduct under the Public Sector Ethics Act 1994.

10. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

Essential

The Appointee will hold relevant Licences, Qualifications, skills and experience related to this Position including:

- 1) Bachelor of Applied Science (Occupational Therapy) / Bachelor of Occupational Therapy / Masters of Occupational Therapy;
- 2) Current registration with Australian Health Practitioner Regulation Agency (AHPRA);
- 3) A current, lawful Queensland Class "C" Car Driver's Licence;
- 4) A current Disability Services Positive Notice Card (Yellow Card);
- 5) A current Working with Children Blue Card (if supplying direct services to under 18);

Occupational Therapist

- 6) Sound computer skills with experience using Microsoft Office Suite, records management systems and internal computer systems;
- 7) An understanding of the NDIS, NDIS Plans and the scope of Occupational Therapy services that may be required; and
- 8) An understanding of, or have an assessed capacity to obtain an understanding of relevant legislation.

Desirable

- 1) Previous experience working in Local Government or with other government bodies desirable but not mandatory;
- 2) Membership with Occupational Therapy Australia is desirable but not mandatory; and
- 3) A current, lawful First Aid Certificate including Cardiopulmonary Resuscitation Accreditation from Council Approved Certificate Issuers (HLTAID001, HLTAID002 and HLTAID003).

Technical Skills

- 1) Make clinical decisions regarding appropriate assessment and interventions to include in the clients' individual plans, in accordance with legal and ethical criteria and consistent with policy.
- 2) Demonstrate an understanding of how occupational performance relates to developmental stages and how it is impacted by developmental, neurological, intellectual and physical disability.
- 3) Demonstrate knowledge of Occupational Therapy assessment tools relevant to role/sector(s).
- 4) Demonstrate an ability to assess the equipment needs of clients in relation to daily activities including, sleeping, sitting, safe transport and personal care.
- 5) Assess need for modifications to home and other environments accessed by people with a developmental, intellectual or physical disability.
- 6) Uses appropriate assessment checklist(s) and follows prescription requirements and processes when prescribing or recommending equipment.
- 7) Demonstrate ability to prescribe adaptive equipment and assistive devices to facilitate and enhance occupational performance
- 8) Demonstrate knowledge and understanding of a range of intervention strategies to address needs that relate to activities of daily living, functional performance, fine motor skills, motor planning, sensory processing, perceptual motor, handling and sensory integration
- 9) Use a report framework that provides comprehensive information to Service Providers, Support Workers, and the NDIA and contract staff (for Home Modifications).
- 10) Develop reports in a timely and efficient manner, related to an NDIS Plan and specifications.
- 11) Analyse clinical records for relevant information (e.g., medication charts, medical records, reports, diagnostic assessments, progress notes,).
- 12) Maintain clinical files in accordance with BRC policies and procedures and legislative requirements.
- 13) Apply knowledge and understanding of individual diagnoses to provide appropriate intervention supports within the disability sector.

11. PHYSICAL REQUIREMENTS

Physical Demand Category

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Sedentary Work |
| <input type="checkbox"/> | Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs |
| <input checked="" type="checkbox"/> | Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs |
| <input type="checkbox"/> | Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs |

Audio Visual Demands

- | | | | |
|-------------------------------------|-------------------|-------------------------------------|---------|
| <input checked="" type="checkbox"/> | Peripheral Vision | <input checked="" type="checkbox"/> | Hearing |
|-------------------------------------|-------------------|-------------------------------------|---------|

Specific Actions Required

This job may include:

Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input checked="" type="checkbox"/>	1-4 Hours	<input type="checkbox"/>	1-4 Hours	<input type="checkbox"/>	1-4 Hours
<input type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours	<input checked="" type="checkbox"/>	4-6 Hours
<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours

Work Environment

This job may include exposure to:

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

<input checked="" type="checkbox"/>	Simple Grasping	<input type="checkbox"/>	Fine Manipulation	<input checked="" type="checkbox"/>	Pushing & Pulling
<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>	Foot Movement		

This job will require the following:

Action	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

12. SELECTION CRITERIA

Selection will be based on an Assessment of any Applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successfully perform and deliver services, against the following: -

- 1) Demonstrates the ability to make clinical decisions regarding appropriate assessment and interventions to include in clients' individual plans, in accordance with legal and ethical criteria and consistent with policy;
- 2) Demonstrates an understanding of how occupational performance relates to developmental stages and how it is impacted by developmental, neurological, intellectual and physical disability;
- 3) Demonstrates knowledge of Occupational Therapy assessment tools and demonstrates the ability to assess the equipment needs of clients in relation to daily activities including, sleeping, sitting, safe transport and personal care;
- 4) Demonstrates well developed self-management and time management skills with the ability to work independently;
- 5) Demonstrates effective communication skills (written and verbal) and well developed interpersonal skills;
- 6) Demonstrates ability to cooperatively work in a team environment, contributing positively to team operations;
- 7) Demonstrates proficiency in the operation of computer systems, software and experience with Microsoft Office Suite; and
- 8) Demonstrates a good understanding of how to maintain a safe working environment, and displays commitment to Workplace Health and Safety policies and procedures;

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable by the CEO.

Chief Executive Officers Certification

This position description is authorised by:

_____ Date: June 2020

Steven Boxall
Chief Executive Officer

Employee Name:

Signature:

Date: