Role Description

Government of South Australia

human services

Role title:	Classification:
Occupational Therapist	AHP2
Division/Business unit:	Reports to:
DHS Disability Services/Allied Health	Senior Occupational Therapist

Role purpose:

The Occupational Therapist is a role within DHS Disability Services and is accountable to the Senior Occupational Therapist for:

- Functional and Sensory Assessments.
- Providing a high-level consultancy and education service on equipment selection, usage and prescription to assist the complex needs of clients from all ages and backgrounds.
- Working collaboratively with clients, families and carers to improve support provided to people exhibiting behaviours of concern in a way that is respectful of peoples' human rights, puts the client at the centre of planning, and aims to improve quality of life for clients with disabilities.
- Delivering services to participants of the Disability Services for Older Australians (DSOA) and National Disability Insurance Scheme (NDIS), in accordance with the goals outlined in their plans, providing a service that's aligns with the NDIS practice standards and quality indicators provided by the NDIS Quality and Safeguards Commission.
- Contributing to the development of innovative practices.

Key outcomes and accountabilities:

- Provide a person-centred clinical approach to support for NDIS and DSOA participants through a range of assessments, intervention, assistive technology prescription, ongoing capacity building therapy, home modification and report writing.
- Plan for NDIS and DSOA participants to maximise their level of function, capacity, social engagement, housing suitability, and ongoing contribution to their community.
- Deliver relevant education including Advanced Manual Task training and consultancy across DHS Disability Services.
- Provide a high quality, responsive, information and advisory service to clients of high complexity on assistive technology, access and design and alternative techniques for performing daily living tasks with minimal professional direction.
- Demonstrate leadership in providing and promoting community resources, information and education sessions for people with disabilities, their families other service providers on a range of topics relevant to maintaining independence in the home.
- High level participation and support of peers in accurate research, recording and maintenance of product information and client resources in relevant databases accessible to clients and relevant stakeholders.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

- Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

- Must hold a current Australian issued Driver's Licence (equivalent to minimum class 'C' – South Australian), which must be maintained. Incumbent must be willing and able to drive all government vehicles within their licence classification during the course of their duties.
- The service is provided in home, community and regional settings, requiring flexibility for some out of hours work.
- Must be vaccinated against COVID19 with a Therapeutic Goods Administration (TGA) approved vaccine and provide proof of vaccination status prior to being appointed to the role. You must promptly receive any further COVID-19 vaccination(s) or booster vaccination(s) approved by the TGA and which are available to you to access.

Key Relationships/Interactions:

- Senior Occupational Therapist (direct line manager).
- Members of the Quality and Clinical Services team including the DHS Disability Services Training Team.
- People living with disability, their families and DHS Disability Services staff.
- Other government departments, health units and education facilities, SA Health, regional health services, employment services, Department for Child Protection, Disability Services for Older Australians (DSOA), National Disability Insurance Agency (NDIA), National Disability Insurance Scheme (NDIS), Quality and Safeguards Commission and non-government agencies.

Budget/Delegations:

No budget or delegations accountabilities for this role.

DHS expectations and values: (Organisational contribution)

- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds, as well as engaging in learning about other cultures to better establish relationships and improve services.

Role specific capabilities: *(Skills, experience, knowledge, attributes)*

1. **Disability & Ageing Awareness** - demonstrate an in-depth understanding of the nature of disability and ageing and the impact for individuals, families and society.
2. **Time Management** - demonstrate ability to manage a high and varied workload, organise priorities, meet deadlines and use initiative.
3. **Assistive Technology Knowledge and Application**– demonstrate comprehensive understanding, knowledge and appropriate application of a wide range of aids and equipment to assist the complex needs of clients from all ages and backgrounds.
4. **Communications and information leadership** - provide leadership in the delivery of high-quality client relations through efficient and effective practices and procedures.

5. **Building partnerships** - understand the needs of a diverse range of customers and cultures and deliver services that meet these needs using initiative, creativity, negotiation, consultation, conflict resolution skills and principles of continuous improvement.
6. **Service Delivery** - Contribute to and deliver professional support, training and consultancy services to carers, family members, Disability Services staff and staff from other agencies as required.

Qualifications:

Essential: Appropriate degree or equivalent qualification which entitles registration as an Occupational Therapist. Must have full registration with the Occupational Therapy Board and maintain current registration.

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Key leadership competencies and expected behaviours at this classification:
Supports and implements strategic direction ☐ Understands the big picture and contributes to the development of strategic direction for the BU. ☐ Assumes ownership of team goals and business objectives. ☒ Works with a whole-of-government mindset and aligns objectives with organisational priorities. ☒ Look for opportunities to initiate continuous improvement. Communicates effectively in times of uncertainty. ☒ Identifies and analyses complex problems relating to the team's work objectives.
Achieves and monitors own results ☒ Delivers results and improvements to meet team objectives. ☒ Evaluates existing systems and resources, and identifies opportunities for development and improvement. ☒ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations. ☒ Abides by the laws, regulations and policies determining team and individual role activities. ☒ Holds self and others accountable for reaching team outcomes, and escalates issues where necessary. ☐ Monitors team/project performance and seeks feedback to guide improvements. ☒ Develops job-specific expertise and builds on the knowledge and skills of self and others to achieve objectives.
Enhances service delivery excellence ☐ Adds value to the BU by setting, reaching and encouraging high performance standards. ☒ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business. ☒ Provides others with ongoing feedback and coaching for development. ☒ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards. ☒ Embeds a strong customer service ethos by understanding needs. ☐ Effectively manages resources to meet competing and complex demands.
Cultivates productive working relationships ☒ Seeks to understand the perspectives of others and the implication in the wider public sector. ☒ Tailors approach to the audience or situation to ensure information is understood and key actions are agreed upon ☒ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds. ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes. ☒ Engages in strategic relationships with internal and external stakeholders. ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly
Exhibits personal drive and professionalism ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour. ☒ Displays belief in own strengths and abilities; challenges issues constructively and acknowledges mistakes. ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner. ☒ Self-evaluates performance, seeking feedback from others; recognises how behaviour impacts others. ☒ Promotes a culture that values respect and diversity within the team, and models this in all interactions. ☒ Ensures a focus on wellbeing and safety for self and others, and raises concerns where necessary.

Approval:		
Assessed by: Sam Klotz, HR Business Partner		Date: 19 September 2023
Approved by: Julie Rogers, Director Quality & Clinical Services		Date: 20 September 2023

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