

HR	<b>Position Description</b>	
----	-----------------------------	---

Job Title	Occupational Therapist
Department	Client Services
Reports To	Regional Manager
Manages / Supervises	N/A

( x ) New Job Description      ( ) Revised Job Description

## 1. PURPOSE OF THE JOB:

- To provide professional, evidence-based occupational therapy (OT) services to support individuals with vision impairment to develop, enhance and maintain independence in their desired activities of daily living, as a member of Guide Dogs NSW/ACT's Independent Living Skills (ILS) service team.
- To grow the ILS service by developing and maintaining professional and referral networks in the region.

## 2. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

### Client Programs:

- In the context of vision impairment, use standardised and non-standardised assessments to assess clients' needs concerning participation in activities of daily living and develop, implement, monitor and review individualised occupational therapy intervention programs.
- Undertake a comprehensive range of intervention programs (e.g. interventions relating to personal care, food preparation, medication management, leisure activities, financial management and technology accessibility including phones and computers) for clients with vision impairment, including prescription of equipment as necessary.

- Conduct programs with clients who have additional disabilities (physical, cognitive, hearing, brain injury and multiple).
- Collaborate with the client, family and colleagues to develop appropriate goals based on the client's needs.
- Provide consultancy to other low vision rehabilitation professionals in the Client Services team on matters related to the provision of occupational therapy services to clients.
- Maintain appropriate documentation and prepare reports and correspondence as required.
- Respond to requests for information and support from people enquiring about ILS services.
- Establish and maintain effective communication and professional relationships with clients, families, colleagues and supervisors, including individuals from culturally diverse backgrounds.
- Demonstrate an awareness of psychosocial issues surrounding service provision, especially the impact of vision loss on clients and their families.
- Ensure the client's rights are upheld at all times, and provision of service complies with relevant ethical and professional standards.

Service and Professional Development:

- Develop and maintain a specialist knowledge base related to the delivery of occupational therapy services, especially in the context of vision impairment.
- Prepare and present information/education sessions and workshops on occupational therapy intervention programs in the context of vision impairment as required to other agencies, professional and community groups, families and individuals.
- In collaboration with the team members and other relevant staff, identify and target networking opportunities that will increase referrals for ILS services in the region.
- As directed, and in consultation with other relevant Guide Dogs NSW/ACT departments' staff, collaborate with local media in the region.
- As directed, contribute to, or develop activities, resources and projects that aim to enhance client services.
- Contribute to development of the low vision rehabilitation sector by undertaking further study and research as well as conference presentation and publications in professional journals relating to occupational therapy in the context of vision impairment.

### Administration:

- Adhere to relevant policies, procedures, standards and legislation.
- As required, produce and analyse reports generated from client database (CRM/Integrate) to assist in caseload management.
- As required, locate and access appropriate resources, keep on-time scheduling, follow and maintain appropriate record keeping and reporting procedures.
- Attend and effectively participate in relevant meetings as directed. This includes appropriate preparation and being punctual.

### **WH&S Responsibilities**

- Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices.
- Participate in WH&S consultation meetings to discuss workplace safety in the department.
- Report any hazards and incidents as soon as possible, whether or not someone was injured.
- Assist in the return to work process for yourself or any work colleagues following injury.
- Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required.
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety.

### **3. OTHER DUTIES & RESPONSIBILITIES:**

- Other related duties as required.
- Participate in personal development opportunities.
- Keep informed on company procedures and policies.
- Conduct all activities in a manner consistent with the Workplace Behaviour Policy.

### **4. SUPERVISORY RESPONSIBILITIES:**

- N/A.

## **5. KNOWLEDGE & SKILLS:**

### **Essential**

- Tertiary qualification in Occupational Therapy.
- Current registration as an Occupational Therapist with AHPRA.
- Minimum 3 years' experience delivering occupational therapy intervention programs.
- Experience or qualifications (or willingness to complete further study) relating to occupational therapy in the context of vision impairment.
- A sound understanding of client-centred practice.
- Mature and professional approach and presentation.
- Excellent written and verbal communication skills, including the ability to communicate sensitively and effectively with clients and others.
- Ability to work in a team, as well as independently.
- Excellent time management and organisation skills.
- Attention to detail, and skills in analysis, planning and problem solving.
- Familiarity with Microsoft Office applications and modern technology such as mobile phone applications.
- Confirmed "Working With Children Check" and/or "Working with Vulnerable People Check" (or willingness to complete).
- Hold a current class C driver licence.
- Able to manage the physical demands and inherent requirements of the job.

### **Desirable**

- Experience delivering intervention programs in a client's home or community location.
- Knowledge of local community support services.
- Knowledge or experience with NDIS or My Aged Care.
- Eligibility for DVA provider number.
- Experience in delivering intervention programs to clients in assistive technologies.

## **6. PHYSICAL DEMANDS OF THE ROLE:**

**High level of activity** (80% or more of time spent performing these activities)

Activity	Description	Existing controls
Providing occupational therapy services to clients across a range of environments. Many of the services are activity based and interactive.	Lifting, twisting, stretching, bending, kneeling and squatting. Sustain a dynamic sitting posture. Dynamic standing.	Where possible, avoid lifting heavy objects. Take regular breaks.
Driving in metropolitan and regional areas for long-distances and for extended periods of time.	Sustain a dynamic sitting posture while driving for up to four hours with a break every two hours.	Vehicles comply with safety and ergonomic guidelines. Safe driving policy with scheduled breaks as required.
Sustain a sitting posture while conducting computer work.	Ability to maintain static arm, neck, shoulder and back posture and hand, wrist and finger fine motor skills.	Ergonomic office equipment and assessments provided. Scheduled and mini breaks as required.
Exposure to potentially distressing situations regarding clients' life circumstances.	Capacity to maintain a high level of professional boundaries and potentially manage conflict or emotional distress when dealing with clients.	Manager support. If required, specific training can be provided.

**Low level of activity** (20% of time spent performing these activities)

Activity	Description	Existing controls
Over-night stays in accommodation when visiting clients in rural or remote areas. Some rural locations might require travel by plane.	Sustain a dynamic sitting posture while travelling by plane.	Accommodation and plane travel are adequately funded.
Participate in public events.	Static standing for extensive periods of time during event.	Regular breaks. Appropriate food, water and sun shelter. Organise relief staff.

## 7. WORKING CONDITIONS & ENVIRONMENT

- Professional open-office environment.
- May frequently work alone, when Instructors or the Regional Manager are out with clients or attending meetings.
- Infrequent travel to other regional (or satellite offices within the region).

---

Date Commenced Employment:

Employee's Signature:		Date:	
Print Name:			
Manager's Signature:		Date:	
Print Name:			