



## **Position Opportunity & Position Description Occupational Therapist**

**About the Organisation:** Community Lifestyle Support is a not-for-profit community organisation committed to the provision of dynamic and innovative services to people residing throughout the Central Queensland Region.

**About the Role:** We are offering an exciting opportunity for an Occupational Therapist to join our growing team in our new therapy building in Bundaberg launching in July 2017. We are looking for highly motivated professionals committed to teamwork and a vision of excellence in evidence-based care. Our therapy team consists of two Speech and Language Pathologists, two Occupational Therapists and Physiotherapist. The Occupational Therapist will implement person centred and strength-based approaches to support people across Bundaberg, Wide Bay and Fraser Coast.

### **About Bundaberg**

Located at the southern end of the Great Barrier Reef  
Annual turtle nesting and hatching at Mon Repos  
Great local beaches and swimming  
Fishing and boating  
Large region growing a diverse range of healthy nutritious fruits & vegetables  
Cost of living is very affordable for families

### **Selection Criteria**

#### **Essential Requirements**

A relevant tertiary qualification in Occupational Therapy  
Registration with AHPRA  
Able to deliver competent Occupational Therapy services including planning, assessment, diagnosis, individualised and planned interventions and evaluation  
Able to work independently and effectively as a member of the team  
Able to develop relationships with external organisations and community resources  
Demonstrates strong interpersonal and communication skills  
Able to register for a Medicare Provider Number  
A current driver's license  
Be eligible for or hold a Working with Children Blue Card  
Be eligible for or hold a Positive Notice Card Yellow Card



### **Highly desirable knowledge and skills**

Experience across all age ranges  
Major home modifications across diverse clinical areas  
Assistive technology

### **Position requirements**

A relevant tertiary qualification in Occupational Therapy  
Current registration with AHPRA  
Able to register for a Medicare Provider Number  
A current driver's licence  
Be eligible for or hold a Working with Children Blue Card  
Be eligible for or hold a Positive Notice Card Yellow  
The core competencies and key result areas are outlined in the position description.

### **Benefits**

Attractive salary depending on qualifications & experience; under the Health Professionals and Support Services Award 2010 - Health professional employee level 2 - pay point 3 (\$58,489.60) to Health professional employee level 4 - pay point 2 (\$81,998.80)  
Superannuation 9.5%  
Salary packaging options \$15,899.90 (\$30,000 grossed-up) per FBT year  
Leave loading 17.5%  
Professional development budget \$2,000 pro rata  
4 weeks annual leave  
Job security  
Work and life balance with flexible working hours (family friendly)  
Organisation funded access to Employee Assistance Program  
Consideration will be given for anyone seeking a part time position.

**To apply for this position, please submit a cover letter that addresses the key selection criteria with your resume to [jodi.collings@cls.org.au](mailto:jodi.collings@cls.org.au)**

**Position Description follows**



## **Occupational Therapist**

### **Purpose: To empower people**

Community Lifestyle Support Inc. Management will actively promote purpose of the Service through leadership and professionalism.

### **Our Values**

At Community Lifestyle Support we believe the following values are critical to our success:

- **Dignity & Respect:** We are committed to creating an environment in which each individual feels valued
- **Collaboration:** We believe that everyone has something meaningful to contribute
- **Inclusion:** We appreciate difference and value each individual's unique contribution to society
- **Accountability:** We believe in honesty and transparency
- **Innovation:** We strive to create a culture that inspires creativity and welcomes new ideas

### **Core Performance Competencies**

It is an expectation of the organisational culture, that employees will demonstrate the organisation's values and the core performance competencies in the course of their duties, as detailed at the end of this document.

**Job Location:** Bundaberg Region, Wide Bay, Fraser Coast, Queensland

**Position Reports to:** Clinical Services Manager

**Job Purpose:** To provide high quality Occupational Therapy intervention such as consultation, assessment, therapy intervention, advocacy and prescription of assistive technology and equipment in collaboration with the individual, family and stakeholders.

The Occupational Therapist will implement specific intervention strategies that produce outcomes in support of the clients' participation in their learning, social, home and community environments.

The Occupational Therapist will work in a manner consistent with Community Lifestyle Support Inc.'s values, purpose and goals.

**Strategic CSF:**Goal 1: The choice of people and services

SP 1.1: Demonstrate commitment to living our values

SP 1.2: Deliver holistic, person-centred service's that are unique to each person's individual needs

SP 1.3: Continually evaluate our services and programs to ensure they are responding to the needs of our people

SP 1.4: Improve our understanding of market demands and position our services for choice in a competitive space

SP 2.1: Foster an environment where people feel safe, inspired and supported to work to their full potential

Goal 2: Support people to live a lifestyle of their choice

SP 3.1: Listen and respond to people's needs, wants and demands

SP 3.2: Place people's needs, wants and demands at the centre of everything we do

SP 3.3: Prioritize the development of sustainable relationships

SP 5.1: Proactively advocate for the acceptance of difference

SP 5.2: Increase our engagement, planning and involvement with marginalised groups in society

Goal 3: Sustainability now and into the future

SP 6.1: Consistently apply best practice, evidence-based solutions

SP 8.1: Create community awareness of our services

SP 8.2: Strengthen key stakeholder relationships

ESSENTIAL POSITION REQUIREMENTS	
FUNCTION	DETAIL
Qualification and Registration	Qualification in Occupational Therapy  Registration with AHPRA
Medicare	Able to register for a Medicare Provider Number
Hours worked can be up to 38 hours per week	All casual / permanent / full time Employees can work UP to 38 hours per week and no more than 76 per fortnight as per the Health Professionals & Support Services Award
Applied First Aid	It is desirable that employees have First Aid and CPR. Details to be supplied to the HR Unit
Driver's License	All employees that use their car, or a Client's car, to drive a Client must have a current Driver's License.  All Employees are responsible for maintaining a current driver's licence.
Disability Positive Notice	All employees must have a current Disability Positive Notice. Administration will apply for this accreditation on behalf of the employee. Copy to be provided to Human Resource Unit to be placed on personal records

Working with Children Blue Card	All employees who work with a person under the age of 18 must have a Blue Card, Working with Children. Administration will apply for this accreditation on behalf of the employee and in accordance with Policy and Procedure.  Copy to be provided to Administration to be placed on personal records.
Comprehensive car insurance	If transporting a Client, Employees must have comprehensive insurance and car must be registered and in a road worthy condition.  Cost for insurance is the responsibility of the employee.  All employees are responsible for maintaining current comprehensive car insurance on their registered road worthy vehicle.
Training / orientation/ supervision	Employees must attend all training / orientation / supervision as placed in the roster.
Client Privacy and Confidentiality	All employees must ensure Client privacy and confidentiality at all times. Employees must sign the CLS Privacy and Confidentiality policy.
Timesheets	Timesheets must be filled and submitted to the Clinical Services Manager in time for forwarding to Pay Clerk by 12pm on the Tuesday of the pay fortnight. Any late submissions will not be accepted.  Any timesheet that is knowingly incorrectly filled out will be deemed to be fraudulent and disciplinary action will be taken. This includes submitting hours that haven't been worked and claiming for kilometres that are excessive and not in accordance with session plans and individual support plans.
Workplace Health and Safety and Risk Management	All employees are obliged to work in a safe manner in accordance with the Workplace Health and Safety Act and Workplace Health & Safety Risk Management Procedures
Adhere to Community Lifestyle Support Inc. Policies and Procedures	All employees must adhere to Community Lifestyle Support Inc. Policies and Procedures. A copy of all of Community Lifestyle Support Policies and Procedures is available from the office.

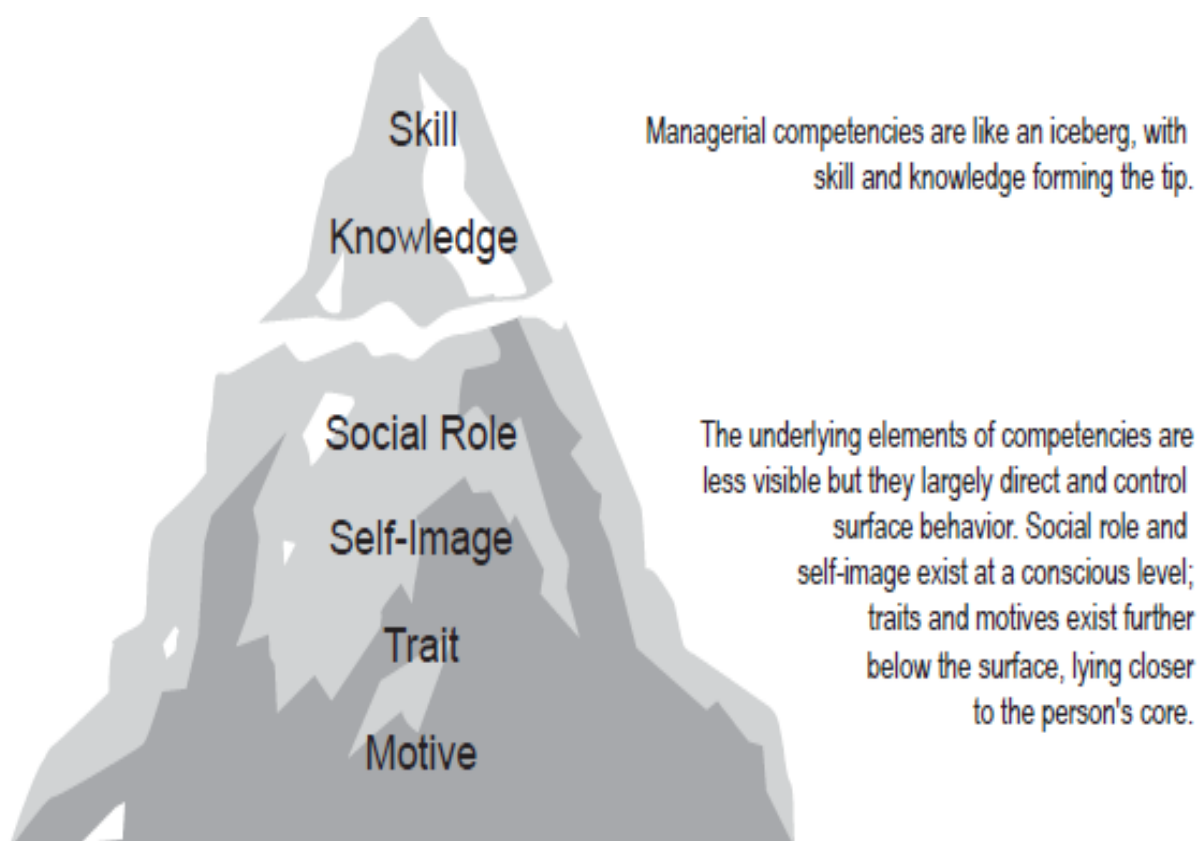
Key Result Areas	KPI
SP 1.1: Demonstrate commitment to living our values	To have no complaints relating to measured professional performance within the current personal performance review (PPR) year
SP 1.2: Deliver holistic, person-centred service's that are unique to each person's individual needs	To have no concerns raised through family or stakeholder feedback
SP 1.3: Continually evaluate our services and programs to ensure they are responding to the needs of our people	To ensure continuous review of Family Plans
SP 1.4: Improve our understanding of market demands and position our services for choice in a competitive space	Demonstrate engagement with internal and external sources to develop Best Fit Service

SP 2.1: Foster an environment where people feel safe, inspired and supported to work to their full potential	To have no breaches within the current personal performance review (PPR) year, of the Code of Conduct and Code of Ethics  Demonstrate Duty of Care Demonstrate collaborative work practices
SP 3.1: Listen and respond to people's needs, wants and demands	Demonstrate engagement with employees, clients and stakeholders to provide person-centred supports  Family / Quality feedback
SP 3.2: Place people's needs, wants and demands at the centre of everything we do	Demonstrate engagement with organisational values  Family feedback
SP 3.3: Prioritize the development of sustainable relationships	Demonstrate engagement with employees, clients and stakeholders to provide person-centred supports
SP 5.1: Proactively advocate for the acceptance of difference	Demonstrate advocacy for difference through proactive presence in community and education of community
SP 5.2: Increase our engagement, planning and involvement with marginalised groups in society	Proactive engagement with community to engage individuals not aware of services
SP 6.1: Consistently apply best practice, evidence-based solutions	Maintain personal development requirements as specified by discipline registration/governing body Maintain government contractual requirements of a clinical caseload comprising 75% of Billable Hours
SP 8.1: Create community awareness of our services	Demonstrate engagement with community regarding services.
SP 8.2: Strengthen key stakeholder relationships	Demonstrate engagement with client-based networking opportunities

<b>Key Skills Area</b> (Reference: Health Professionals and Support Services Award 2010 AQT Level 7)	<b>Demonstration of Competency</b>
Work in an area that requires high levels of specialist knowledge and skill as recognised by the employer	Demonstrate ability to work within technical area transferring hard technical skills, underpinned by the core performance competencies to deliver self-directed customer-focussed services which meet strategic requirements

May be a sole discipline specific health professional in a regional or rural setting who practices in professional isolation from health professionals from the same discipline	Demonstrate core performance competencies which facilitate the ability to work alone whilst networking with stakeholders to deliver Best Fit services.
Performs across a number of recognised specialties within a discipline	Demonstrate ability to develop and deliver holistic customer-focused services
May be accountable for allocation and/or expenditure of resources and ensuring targets are met and is responsible for ensuring optimal budget outcomes for their customers and communities	Demonstrated ability to use resources within strategic guidelines Report service outcomes achieved within clinical caseload of 75% billable hours.
May be responsible for providing regular feedback and appraisals for senior staff to improve health outcomes for customers and for maintaining a performance management system	Provide reports to the Clinical Services Coordinator on service outcomes and identified gaps, with suggestions for continuous improvement.
Has a proven record of achievement at a senior level	Demonstrate ability to perform duties in accordance with organisational values, Code of Conduct and Code of Ethics and Core Performance Competencies
Has the capacity to allocate resources, set priorities and ensure budgets are met within a large and complex organisation	Demonstrate participation in discussions regarding budget requirements. Maintain contractual clinical caseload requirement of 75% billable hours together with necessary reporting requirements
May be responsible for providing effective services and ensuring budget/strategic targets are met	Demonstrate understanding and application of budget and strategic targets
Supervises staff where required	Demonstrate effective supervision of placement students Demonstrate mentoring of new staff
Capacity to develop/implement and deliver strategic business plans which increase the level of care to customers within a budget framework	Demonstrate understanding, contribution and application of actions detailed in strategic and business plans
Have broad and coherent theoretical and technical knowledge with depth in one or more disciplines or areas of practice	Apply technical hard skills and knowledge in the provision of services to an acceptable quality standard
Have well-developed cognitive, technical and communication skills to select and apply methods and technologies to: analyse and evaluate information to complete a range of activities analyse, generate and transmit solutions to unpredictable and sometimes complex problems	Demonstrate application of hard technical skills, underpinned by core performance competencies and demonstration of organisational values, in the course of service provision and in working as a self-managed team.

transmit knowledge, skills and ideas to others	
Will apply knowledge and skills to demonstrate autonomy, well-developed judgement and responsibility: in contexts that require self-directed work and learning within broad parameters to provide specialist advice and functions	During the course of work, demonstrate core performance competencies and organisational values, following the requirements of the Code of Conduct and Code of Ethics, in the transfer of technical skills necessary to provide a quality service when either working alone, or as a member of a self-managed team.





## Core Performance Competencies

Domain	Competency
Self-concept	Self-knowledge
	Self-confidence
	Developing self
	Time management
Social role or values	Communication ability
	Relationship-building
	Delegating and directing
	Empathy
	Integrity and trust
	Motivating others
	Team orientation
	Conflict management
	Political awareness
	Motives
Strategic or business focus	
Decisiveness or action orientation	
Customer focus	
Quality focus	
Leading and shaping	
Traits	Conscientiousness
	Problem-solving
	Creativity
	Openness to new ideas and experiences
	Dealing with ambiguity
	Environmental alertness and awareness
	Flexibility and adaptability
	Composure
	Patience
Perseverance	

Shields, John., Michelle Brown, Sarah Kaine, Catherine Dolle-Samuel. 2016. Managing employee performance & reward. 2<sup>nd</sup> ed. Australia: Cambridge University Press.

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Employee's Signature

Employee's Name

Date

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Manager's Signature

Manager's Name

Date