

<b>Position Title:</b> Occupational Therapist – Clinical Lead	<b>Entity:</b> Indigo Australasia Inc (Indigo)
<b>Reports to:</b> Service Manager	<b>No of Direct Reports:</b> 0
<b>Industrial Instrument / Job Level:</b> Enterprise Agreement - Level 8	<b>Primary Location:</b> Nedlands (or other approved site)
<b>Position Requirements</b>	
<p><b>Primary Purpose</b></p> <p>The Occupational Therapist – Clinical Lead, works with individuals, carers, organisations, and key partners to ensure optimal outcomes for people accessing the Organisation’s services.</p> <p>This will be achieved through providing professional and clinical advice, training, assessment, review, prescription, and implementation of occupational therapy services. This includes assistive technology in a range of settings, to customers in aged care and/or disability sectors. This position will also provide clinical supervision and support to colleagues and students as required, and provision of clinical expertise and advice to the business in the area of occupational therapy.</p>	
<p><b>Key Accountabilities/Responsibilities</b></p> <p><b><u>Health Safety Wellbeing &amp; Environment</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate leadership in, role model and comply with all health, safety and hygiene policies, systems, and OH&amp;S legislation to maintain an appropriate working environment</li> <li>• Ensure all incidents, accidents, injuries, hazards or property damage are reported and managed.</li> <li>• Identify and implement safety improvements working collaboratively with the Work Health and Safety program.</li> <li>• Acknowledge the duty of care obligation and are always committed to upholding child safety.</li> <li>• Have a zero-tolerance approach to child abuse reporting any suspected incidents in line with the Child Safe Procedure.</li> <li>• Contribute to developing and nurturing a culture that supports wellbeing.</li> </ul> <p><b><u>Functional</u></b></p> <ul style="list-style-type: none"> <li>• Ensure the provision of high-quality Occupational Therapy services with expertise in the areas of Assistive Technology and Home Modifications.</li> <li>• Utilise clinical expertise to support individuals and their families/carers to achieve their goals. Ensure clients achieve their optimal function and maximise their quality of life.</li> <li>• Coordinate referrals, planning, delivery and evaluation of the Occupational Therapy service. This includes scheduling and prioritising assessments, grants and applications.</li> <li>• Completion of all documentation including high level reports and equipment funding applications. Ensuring all meet the requirements of the organisation, funding bodies and relevant standards.</li> <li>• Provision of advice to leaders on clinical service development, practice and redesign.</li> <li>• Participate in service development, which may include undertaking research and projects.</li> <li>• Provide clinical expertise for tender and grant applications, including the drafting of these documents.</li> <li>• Accept responsibility in maintaining and expanding skills and knowledge related to the area of practice.</li> <li>• Contribute to equipment management including advising on devices for sale/purchase, including research, evaluation, updating relevant databases, maintenance and ordering of assistive technology.</li> <li>• Leads professional development for allied health professionals including clinical leadership to peers and supervision of Occupational Therapists in the team.</li> <li>• Coordinate research, evaluation or development projects</li> </ul>	

- Active contribution to development of professional knowledge, service improvement and peer development by positive impacts to service delivery.
- Develop educational materials and resources including training, workshop, and publications.
- Deliver presentations to various audiences, including at conferences, internal training, educational institutions and to community/professional groups and other relevant stakeholders.
- Represent the organisation in professional and industry networks
- Undertake other duties as assigned.

## **Operational & Strategic**

- Contribute to, and demonstrate by example, the vision, mission and values
- Work closely and constructively, with Executive, Peers, and Leadership Team to deliver integrated business outcomes.
- Collect, evaluate and report on outcome measures to ensure reporting standards are met (as required).
- Establish and maintain strong professional networks across the industry and relationships with service providers, health professionals, referral sources, Assistive Technology suppliers, regulators, customers and other external stakeholders.
- Contribute to the creation and implementation of the organisation's overall long-term strategy and annual business plans (i.e. think strategically about the group and the organisation).
- Contribute to driving and enhancing long term organisational sustainability and performance
- Lead, participate and/or engage in all activities that relate to Group strategic initiatives and key issues
- Identify and implement improvement opportunities and participate in continuous improvement of the wider organisation by recommending sensible changes and communicating issues that may affect the organisation
- Leads and sponsors change and ensures business changes are embedded and benefits realised to their full potential

## **People & Culture**

- Participate actively, and work closely and constructively, with Executive, Peers and Leadership Team to deliver integrated business outcomes
- Demonstrate collaborative leadership across the organisation to contribute to ensuring 'one organisation' where multifunctional team performance is optimised
- Creates a culture and environment that embraces change and where change is seen as 'business as usual'
- Provide specialist and/or team leadership for employees and volunteers to enable them to achieve their individual and organisational objectives
- Establish, monitor and evaluate KPIs for direct reports and ensure their knowledge and skills are grown through appropriate training and development opportunities
- Ensure relevant strategic and business imperatives are reflected in plans for direct reports, with performance monitored and managed accordingly, and appropriate training and development opportunities provided
- Ensure cultural optimisation through implementing and engaging in fit-for-purpose cultural programs and embedding these within the team and organisation, including being a leading champion.
- Encourages others to seek opportunities for different and innovative approaches
- Respect and value the diversity of the workforce by helping to prevent and eliminate discrimination in the workplace
- Recommend employment condition changes in line with current and changing policies and procedures
- Manage resource requirements to ensure appropriate coverage within approved budget

## **Budgeting & Administration**

- Develop, document and maintain accurate and timely statistical and administrative records on relevant database and operational systems.
- Develop, manage and report on functions of responsibility
- Collect, evaluate, and report on outcome measures to ensure minimum reporting standards are met.
- Meet revenue and activity based KPI's
- Manage resource requirements (with leader) to ensure appropriate coverage within approved budget .
- Manage workload and ensure delivery of services and support within timelines, agreed budgets and activity based KPIs for Occupational Therapy area (with collaboration with leader).
- Ensure all operational and administrative processes are undertaken in accordance with established policies and procedures
- Ensure all documentation and associated processes are maintained and accessible in appropriate formats and designated locations
- Maintain accurate and timely statistical and administrative records on relevant database and operational systems.

## **Key Performance Indicators & Measures**

*Indicators of effective performance in the position are identified in the Performance Development Review to be specific to the individual teams and the position in a specified point in time.*

## **Key Relationships**

Key positions or groups with whom the individual will interact to perform the work of the position.

### **Internal**

- Executive team
- Leadership team
- All other teams in the organisation

### **External**

- Customers, families and representatives
- Other Health Professionals
- Consultants and advisors
- Suppliers and vendors
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## **Key Competencies/Behaviours**

Behavioural competencies or 'behaviours' are effectively attributes we display as we carry out our work, and 'how'. Below identifies **KEY** competencies (**6-12 key to the role**) integral to the success of this position and the organisation. For this job classification level key competencies critical for success will be primarily be in Leadership & Operational Behaviours.

<b><u>Strategic Behaviours</u></b>	<b><u>Leadership Behaviours</u></b>	<b><u>Operational Behaviours</u></b>
<input checked="" type="checkbox"/> <b>Aligning Performance for Success</b> <input type="checkbox"/> Analytical Thinking <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Building Strategic Working Relationships <input checked="" type="checkbox"/> <b>Change Management</b> <input type="checkbox"/> Innovation & Creativity <input checked="" type="checkbox"/> <b>Leading through Vision &amp; Values</b> <input type="checkbox"/> Strategic Decision Making	<input checked="" type="checkbox"/> <b>Adaptability/ Agile Approach</b> <input checked="" type="checkbox"/> <b>Building Customer Loyalty</b> <input type="checkbox"/> Building Partnerships <input type="checkbox"/> Leading the Team – people centric <input checked="" type="checkbox"/> <b>Coaching/developing others</b> <input type="checkbox"/> Delegating Responsibility <input checked="" type="checkbox"/> <b>Decision Making</b> <input type="checkbox"/> Information Monitoring <input type="checkbox"/> Influencing /Negotiation	<input type="checkbox"/> Applied Continuous Learning <input type="checkbox"/> Marketing & Comms <input type="checkbox"/> Build Trust <input type="checkbox"/> Communication <input checked="" type="checkbox"/> <b>Client Liaison</b> <input type="checkbox"/> Demonstrates Initiative <input type="checkbox"/> Energy <input checked="" type="checkbox"/> <b>Formal Presentation</b> <input type="checkbox"/> Gaining Commitment <input checked="" type="checkbox"/> <b>Legislative &amp; Industry Standards</b> <input checked="" type="checkbox"/> <b>Organisation &amp; Self Management</b>

	<input type="checkbox"/> Managing Conflict <input type="checkbox"/> Project Management <input type="checkbox"/> Digital capability <input type="checkbox"/> Business Acumen <input type="checkbox"/> Growth mindset <input type="checkbox"/> Stakeholder engagement <input type="checkbox"/> Stress Tolerance/Resilience	<input checked="" type="checkbox"/> <b>Quality &amp; Work Standards (including clinical and/or technical)</b> <input type="checkbox"/> Results Focused <input type="checkbox"/> Safety & Environmental Excellence <input type="checkbox"/> Teamwork <input type="checkbox"/> Tenacity	
General Assessed			
Impact	Technical / Professional Knowledge	Job Fit	Organisational Fit
Work Related Requirements			
<p><b>Knowledge &amp; Skills (Social, Personal &amp; Technical) &amp; Equipment</b></p> <p><i>The knowledge necessary to effectively perform in the position. Specific skills or equipment that the person needs to be able to use. Personal attributes/qualities that are important to the success of this position</i></p> <ul style="list-style-type: none"> <li>• Demonstrate discipline specific clinical and professional advice in complex assistive technology, home modification's assessment and prescription and allied health assessment and intervention, exercising sound judgement.</li> <li>• Ability to work cohesively in a multi-disciplinary team and across the organization to positively contribute to team spirit and motivation.</li> <li>• Advanced interpersonal, presentational, and written communication skills including report writing and presentations to meet the needs and understanding of the intended audience.</li> <li>• Sound understanding of customer relationship management and commitment to person-centred practice and high-quality service delivery.</li> <li>• Ability to work with individuals, care givers, health professionals and other staff within consultative and collaborative relationships to achieve positive outcomes.</li> <li>• Demonstrated proficiency in ICT including the use of data bases and Microsoft Office suite applications and generating and interpreting data.</li> <li>• Sound knowledge of the Disability sector, resources, technologies, and their application, including the Disability Standards and relevant legislation.</li> <li>• Capability to build relationships, effectively negotiate and influence others.</li> <li>• Ability to prioritise and meet deadlines, sometimes working with incomplete information.</li> <li>• Implement change management activities, to achieve successful outcomes</li> <li>• Ability to liaise with senior leaders and key stakeholders both internally and externally</li> <li>• Ability to think and act strategically, exercising sound judgement</li> <li>• Ability to prioritise and meet deadlines, sometimes working with incomplete information</li> <li>• Networking, influencing and relationship building skills</li> </ul>			
<p><b>Work Experience</b></p> <p><i>The type and extent of previous work experience that is necessary to perform in the position</i></p> <ul style="list-style-type: none"> <li>• Role/s in similar position and/or industry, with exposure to most functional areas.</li> <li>• High level of professional judgement and clinical knowledge (discipline specific) – Minimum 6 years' experience or equivalent demonstrated skills.</li> <li>• Experience providing clinical leadership, supervision and mentoring of graduates and peer allied health professional.</li> </ul>			

Clearances, Licences or Registrations				
NDIS Worker Screening check <input checked="" type="checkbox"/>	WWC <input checked="" type="checkbox"/>	AHPRA <input checked="" type="checkbox"/>	Drivers Licence <input checked="" type="checkbox"/>	Speech Registration <input type="checkbox"/>
<b>Qualifications</b> Degree qualification Bachelor of Science (Occupational Therapy). Relevant post-graduate qualification (desirable).				
<b>Extent of Authority</b> Authority to act within the scope of your position to perform the objectives and requirements of your position as identified within this Position Description and as directed by your Leader. The extent of the authority may alter from time-to-time at the direction of your Leader.				
Prepared & Approved By: Rebecca Emery, Susan Brooks, Michelle Fernandes Date Reviewed/Modified: 8/05/2024 *All PDs should be sent to P&C for approval and uploading to sharepoint				
Related Documents: <b>PD Work Instructions, Behaviours Guide</b>				
<b>HR Use Only</b> <b>Risk Assessed Role (NDIS Worker Screening Check)</b> Yes, NDIS risk assessed role B) A role for which the normal duties include the direct delivery of specified supports of specified services to a person with disability Date the role was assessed: 25/03/2024 Assessed By: Rebecca Emery, People & Culture Business Manager *Will depend on the role				