

# Occupational Therapist Service Innovation

## Position Summary:

The Occupational Therapist role is responsible for providing relevant Occupational Therapy services to a growing allied health team responsible for the management of new and existing MS Plus clients under the NDIS and other various funding streams. Occupational Therapist will also provide service planning assistance, administrative tasks, and effective management of the day-to-day activities of the Relate team, an innovative human relation. This position reports directly to Allied Health team Leader/Senior Manager Allied Health.

### Purpose

The Occupational Therapy service purpose is to empower all people with MS and broader neurological conditions that may have complex/multiple needs to achieve their outcomes in a safe and efficient manner.

- Pursue their goals, objectives, and aspirations
- Increase or maintain their independence
- Increase or maintain social and economic participation and build their capacity to actively take part in the community

- **Responsible** for Providing effective Occupational Therapy services for persons affected by MS and other neurological conditions and support participants with disabilities to meet their identified needs.



## Organisation Dimensions

Allied Health Team Leader/Senior Manager Allied Health

## Occupational Therapist

### **Position Dimensions**

Budget (\$ value)	Delivering NDIS and all other funded service
Staff numbers	
Location/s	Blackburn and Footscray
Other	

### Key Responsibilities

#### **Organisational and Administration Support**

Input the responsibilities that support the organisation in attaining the strategic, tactical or operational goals and the administrative responsibilities required

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Provide Occupational Therapy services to MS Plus participants who may be funding their service via NDIS, Aged Care, Private Health or self-funded.</li> <li>➤ Provide Occupational Therapy services to NDIS participants within the available hours/ budget of the existing NDIS plan</li> <li>➤ Participate in the development and growth of the Occupational Therapy across MS Plus sites</li> <li>➤ To supervise and support Occupational Therapy staff as required</li> <li>➤ Manage a range of participant requests to achieve efficient client outcomes, develop management plans and prescribe equipment and simultaneously meet billable targets.</li> <li>➤ Complete high-level reports and clinical justification for intervention and recommendations to enhance client outcomes as well as providing quality written reports as required by the NDIA</li> <li>➤ To maintain high level understanding of relevant NDIS guidelines, including but not limited to assessment of reasonable and necessary recommendations</li> <li>➤ To provide assessments and recommendations based on evidence-based processes, maintaining a professional objectivity within the client-centered therapeutic environment</li> <li>➤ To understand the unique role of the Allied Health professional as both a provider of clinical services to participants in a competitive environment, as well as to a partner of the NDIS in scheme development and sustainability</li> <li>➤ Maintain a continuous improvement culture &amp; be efficient in the delivery of our business strategies</li> <li>➤ Manage portfolio of service recipients and assist other team members as needed</li> <li>➤ To strive for solutions that proactively manage the balance between Participant /service risks and maximize service recipient outcomes</li> </ul>
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	<p><b>Other Duties</b></p> <ul style="list-style-type: none"><li>• Timely and clear written documentation of clients' treatment progress and goals using electronic client record management systems.</li><li>• Maintaining clients' files.</li><li>• Monitoring, storing, cleaning, maintaining, and ordering supplies and equipment as directed.</li><li>• Other duties as requested team leader or Senior Manager.</li></ul> <p><b>Quality and risk:</b></p> <ul style="list-style-type: none"><li>• Develop information and training resources for clients in conjunction with other allied health professionals.</li><li>• Reporting incidents, feedback and complaints using MS plus process.</li><li>• Participating in other quality improvement activities as directed by the Allied Health Team Leader and Senior Manager Allied health</li></ul>
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## Relationship Management

Input responsibilities that relate to stakeholder engagement and relationships held both inside and outside the organisation. For example:

- Work with external partners and suppliers to ensure maximum value for money achieved
- Implement strategies to ensure seamless communication across the organisation

- Support customers and carers with ongoing needs and service.
- Develop strong relationships with internal staff for ongoing development
- Maintain strong relationships with external relationships that benefit gym members and the facilities.
- Promote services of Allied health with all agencies and organisations that may benefit.
- Work as part of a multidisciplinary team in providing service and support to customers
- Service users experience a person centred, effective and dynamic service as per testimonials received and through yearly survey responses.
- Relationships with internal and external stakeholders are maintained, improved, or created as evidenced by donations, sponsorships and increasing user attendance.

## Values

- Actively support MS Plus purpose, value, service promise and strategic vision.
- Operate in line with MS Plus policies, procedure and practices.
- Promote and work within MS Plus Services Innovation delivery principles.
- Positively and constructively represent the organisation to external contacts at all opportunities.
- Behave in a way that contributes to a workplace that is free of discrimination, harassment, and bullying behaviour at all times.
- Ensure the health, safety and welfare of self, team members and others.
- Follow all reasonable directions given by the organization.
- Support and empower co-workers.
- Support, promote and show sensitivity to diversity in the workplace.
- Behaviour is in alignment with Culture, Service Promise & Foundation behaviours.

## Position Requirements

### **Knowledge, Skills, and Experience**

#### **Essential**

AHPRA registration

Demonstrated ability as an independent worker who can exercise independent professional judgement on routine matters as well as working in a multi-disciplinary team for coordinated care.

Demonstrated high-level skills in the development of dietetic supports for a wide range of novel and complex conditions

Strong knowledge and understanding of the NDIS

Demonstrated ability to work in a multidisciplinary set up

Demonstrated experience in client centre care through effective assessment, care planning, case conferencing and review of clients

Highly developed written and verbal communication skills

Proven track record in creating efficiency and meeting targets, KPI 65%

#### **Desirable**

Prior experience in disability under the NDIS

Experience in a not-for-profit organisation.

Membership of relevant professional organisation

Experience in a start-up environment and being comfortable in a changing dynamic environment

### **Checks, Licenses and Registration**

National Police check

Working with Children check as required

Disability Workers Exclusion scheme

Current full or probationary driver's license

Professional registration – AHPRA/ESSA/relevant body

<b>Approval authority:</b> Senior Manager Allied Health	<b>Next review:</b> July 2026
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