

## Position Description – Occupational Therapist

### POSITION RELATIONSHIPS

Position Title	Occupational Therapist
Position responsible to	Occupational Therapy Leader / Regional Manager
Positions with direct responsibility to this position	Nil

### ABOUT RAR THERAPY

We are a family owned and operated company established in January 2013 in Ayr. We are focused on supporting individuals and families and our commitment is to ensure that all people living in regional and rural areas are offered the same high-quality services that are offered in metropolitan areas. Our goal is to provide easy to access, quality therapy services by continually exploring new and innovative ways to reach our rural and regional areas. Our experienced therapists offer flexible services, including mobile, on-site (e.g. schools, early home) and online services. We are committed to the continued development of new approaches to providing therapy services.

### COMPANY MISSION

We are delivering relevant flexible and accessible services. We are continually seeking purposeful, innovation and improvement. We are passionately interested in what success means to you.

### POSITION SUMMARY

A health professional who works independently and is required to exercise independent judgment on routine matters. They may require professional supervision from more senior members of the profession or health team when performing novel, complex, or critical tasks. They have demonstrated a commitment to continuing professional development and may have contributed to workplace education through provision of seminars, lectures or in-services.

The health professional may be actively involved in quality improvement activities or research, and contributes to the evaluation and analysis of guidelines, policies and procedures applicable to their clinical/professional work. They may be required to provide supervision to discipline specific students.

All RAR Therapy staff are expected to demonstrate the RAR Therapy Vision, Mission and Values.

RAR Therapy's **VISION** is *"Making a difference, because every Person matters"*.

#### RAR Therapy's **MISSION**:

1. We deliver relevant, flexible and accessible services
2. We continually seeking purposeful innovation and improvement
3. We are passionately interested in what success means to you

RAR Therapy's **VALUES** guide who we are and what we stand for in every interaction. They are:

- Working Together
- Integrity
- Willingness
- Courageous Wisdom



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### KEY DUTIES

1. Provide and contribute to the planning, development and delivery of high quality and cost- effective services to all people (i.e. children and adults, their families/carers and significant others, educators, medical professionals) seeking and receiving a service from '**RAR THERAPY**'.
2. The completion of comprehensive specialised assessments (as required) and the development, evaluation and review of individualised plans and reports following company policy and procedures and within specified timeframes.
3. Contribute to the provision and development of expert contemporary practice advice to people accessing RAR THERAPY, such as families and carers as well as professionals, clinical placement students, work experience students, support organisations and educators. This is inclusive of participation in the development and provision of specialist information and training programs for individuals, families and relevant support agencies as required.
4. Contribute to research and the development, implementation and review of policy or program initiatives for the provision of professional services within RAR THERAPY.
5. Initiate and participate in personal reflection, professional training and development and continuous improvement activities to maintain high quality service.
6. Maintain client service records in accordance with company policy and procedures, and legislative requirements.
7. Development and maintenance of high quality, open and transparent relationships with referrers to RAR THERAPY, parents, clients and other stakeholders in the community.
8. May be required to supervise Allied Health Assistants as part of service delivery through the writing, monitoring and review of Occupational Therapy programs to be delivered by Allied Health Assistants. AHAs may also require guidance to develop resources for clients, or for the purposes of RAR Therapy service delivery.

### KEY RESPONSIBILITIES

#### Client Work Focus

- At least 70% of calendar time is allocated and utilised for delivery of services for clients which are able to invoiced.

#### Documentation of All Services Delivered

- ALL therapy/client meetings/client coordination/client planning and all other client focussed time is documented using the appropriate documentation method within the client management system. Therefore, either a Communication or Treatment Note is assigned to the booking in the calendar.
- Emails must be copied to a Communication on the date of the email or with the date as the topline of the communication.
- Reports are written within the allocated time (please see work instructions for report writing) within two weeks of the assessment/information gathering being completed. You are responsible for ensuring that adequate time to complete the report is booked into your calendar to permit this to happen.
- Every resource development and report writing calendar booking has a co-occurring report draft/report update/completed report or resource uploaded on Files/Attachments as evidence of the work completed in the session.



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### Therapeutic process follows clinical reasoning process of:

- Information gathering and assessment
- Scoring and insights
- Report writing (if this is required by referrer and confirmed prior to writing)
- Goal setting (and using the Client Support Plan template - see work instruction on Client Support Plan)
- Intervention
- Review
  - Continual review throughout the process is expected for ongoing client intervention to allow for on-time revisions to intervention strategies.

### Shared Resources:

- All shared resources which require booking, for example, vehicles, rooms, assessments, iPads must be booked using the local system to ensure this occurs in a well managed and courteous manner.

### Culture:

Promote and develop a culture within the team that reflects the core values and care principles of RAR Therapy by:

- Ensuring all staff, clients and associates feel they are valued and important, aiming to make a difference in every person, child, and family we have the privilege of working with. We want to make a difference because **'Every Person Matters'**
- **Working Together** - We are a team and we are one spoke in the team surrounding each client. We work together because we are better together, and every person has something valuable to add
- **Integrity** - At RAR Therapy that means that when we say we will do something we do it and our value of our staff flows through to our value of the customer
- **Willingness** - At RAR Therapy we are willing to do what is required, within reason, to fulfill our commitment to making a difference. We do not just turn up, we turn up with a smile and take pleasure in doing the work required to make a difference for every person who comes through our door
- **Courageous Wisdom** - We use wisdom – acting on what we know and understand – to support our clients and we do this with the courage to do things that may not have been tried before, to have hard conversations with ourselves, with our team members and with our clients, and to take well-considered risks when they are in the best interest of the client, their supports and our team

### Work Health and Safety (WHS):

Maintain a safe and healthy workplace through active participation in WHS:

- Have the required resources, skill, ability, and competence to safely carry out the duties of your role
- Consultatively identify and implement strategies to improve WHS

### ESSENTIAL REQUIREMENTS

- Relevant tertiary degree or higher qualification from a recognised University in Occupational Therapy
- High level of interpersonal skills, including effective communication (written and verbal), negotiation, leadership, conflict resolution and teamwork skills and the ability to provide ideas and solutions clearly to diverse groups of people
- Innovative and strategic approach to client service delivery and organisational improvement
- The ability to demonstrate and encourage teamwork
- Strength in building customer and stakeholder relationships
- Current Yellow Card (Disability Worker Screening)