

POSITION DESCRIPTION

POSITION TITLE:	OCCUPATIONAL THERAPIST		
COMPANY DIVISION:	genU ability	UNIT:	Support Coordination
OFFICE LOCATION:	genU Support Hub		
REPORTS TO:	Operations Manager		
OTHER PROFESSIONAL RELATIONSHIPS:	<ul style="list-style-type: none"> • genU Support coordinators and operational managers • Other genU teams and genU branches • NDIA staff • Disability and Mental Health Community Services • Mainstream services 		
CLASSIFICATION & CONDITIONS:	Victorian Disability Services (NGO) Agreement 2019. Level 5		
STATUS:	Updated April 2021		

THE COMPANY

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making.

genU has been 60 years in the making. Bringing together the best of two trusted and respected organisations, Karingal and St Laurence, genU builds on this experience, adding a new ambition: to become the leader in what we do.

We want everyone's lives to be happier and healthier, especially people with disabilities, the ageing and those experiencing disadvantage.

genU works using a person centered approach. Our mission is to enable each person we support to live the life they choose. We do this by helping our clients re-join the workforce, master everyday tasks or access community services.

Vision: To build inclusive communities

Mission: Create and deliver innovative services that empower people, in the communities we serve, to reach their full potential.

POSITION:

GENU VALUES

VALUE	BEHAVIOURS
Welcoming	You're part of our family
Respectful	We will treat you the way we would want to be treated
Integrity	Earning your trust by always adhering to our values
Courageous	We bravely drive innovation and advocacy to assist you to live the life you choose
Excellence	We are proud in our pursuit of the highest quality, reflecting our commitment to delivering the best

The genU values have been articulated to advise employees about the sorts of behaviours expected of them in the workplace.

DESCRIPTION OF DIVISION

The Support Coordination Branch sits within the "genU Ability" branch. The genU Ability branch provides planning and personal goal setting, coordination of your supports under the National Disability Insurance Scheme (NDIS), supported community-based independent living, overnight and longer-stay respite, support to live independently, social and peer support groups, education and training, assistance to find and maintain employment and leisure and recreational activities.

PURPOSES OF THE POSITION

The primary role of the Occupational Therapist within the Support Coordination team at genU is to draw on discipline skills to provide targeted specialist assessments and therapeutic interventions as detailed in their NDIS Plan. Within the role of the Occupational Therapist you will work in collaboration with the client, family carers, support coordinators and all other relevant providers to deliver a high quality and responsive service.

The Occupational Therapist will operate in the NDIS Framework to complete all relevant specialist assessments including fully functional independent living skills assessments, develop individualised skill development plans, working holistically with client and families with the purpose of building capacity within all activities of daily living (ADLs), managing the impact of their disability, and improving their health, well-being to be, the best that they can be.

SUMMARY OF POSITION RESPONSIBILITIES

The position is directly responsible to the Operations Manager for key accountabilities and the achievement of Key Performance Indicators.

POSITION:

KEY RESULT AREAS

- Complete all relevant targeted specialist assessments for the purpose of developing and increasing client's capacity within their activities of daily living, independent living skills and increased community participation as detailed within the NDIS Framework.
- Develop detailed individualised specialist assessments, including fully functional independent living skills assessments, skill building support plans, designed to deliver progress or change for the client; clearly stating the expected therapy outcomes as per the clients NDIS Goals and aspirations.
- Roster against allocated NDIS Funding for Occupational Therapist supports provided to ensure that services remain within budgets allocated by NDIA and that payments for all services provided are received.
- Use a strengths based approach when working with clients to establish a Support Plan with the client and other relevant stakeholders
- Provide regular updates and escalate any issues through to the Operations Manager as soon as they arise.
- Build effective relationships with clients and their families while maintaining appropriate and professional boundaries.
- Maintain written records of interventions with and/or on behalf of children and their families.
- Monitor and evaluate client's progress.
- Active engagement in professional development activities and relevant committees identified through supervision sessions
- Maintain a working log of all contacts with clients, families/carers and support services within a database (Carelink).
- Ensure all genU policy, procedures and guidelines are adhered to including OH&S.
- Develop and maintain effective working relationships with other branches of genU, other Disability services and Mental Health services, other non-government agencies and the National Disability Insurance Agency (NDIA).

OH&S RESPONSIBILITIES

The Board of Directors of genU recognises its moral and legal responsibilities to provide a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients and our residents), that is safe and healthy.

KNOWLEDGE, SKILLS AND EXPERIENCE

SELECTION CRITERIA

Qualifications:

- Mandatory Tertiary qualification in Occupational Therapy
- Current Occupational Therapy registration with AHPRA

POSITION:

Essential:

- Proven experience working people with a disability and/or mental health diagnosis
- Proven experience working with participants of the NDIS
- Experience completing assessments and making recommendations
- Excellent writing skills and have experience writing reports
- Demonstrated ability to effectively liaise with participants, families/carers and other professionals
- Demonstrated ability to network with local service providers
- Demonstrated experience in support planning, working within a person centred framework
- Well-developed interpersonal and communication skills, both written and verbal
- Sound organisational and administrative ability
- NDIS Worker Screening Check

CULTURAL FIT

In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce.

genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.