



## POSITION DESCRIPTION

|                       |   |
|-----------------------|---|
| <b>Position Title</b> | Occupational Therapist/ Physiotherapist               |
| <b>Reports to</b>     | Practice Lead- Therapy Services                       |
| <b>Direct Reports</b> | Nil   |
| <b>Hours of Duty</b>  | 38 hours  |
| <b>Date prepared</b>  | September 2021  |
| <b>Award</b>          | Health Professionals and Support Services Award 2010, |

### 1. ORGANISATIONAL INFORMATION

#### Organisation Statement of Purpose

TAD changes the lives of people living with a disability by providing personalised technology, equipment and services.

#### Our Values

- **Team:** We are a team who engage through respectful communication and collaborative interactions.
- **Client-Focused:** We are enthusiastic about finding solutions for our clients. We listen and are responsive.
- **Creativity:** We value and encourage innovative thinking.
- **Supportive:** We foster an environment that values and recognizes contributions from all.
- **Expertise:** We provide clever, high quality, cost-effective products.

### 3. ORGANISATIONAL RELATIONSHIPS

The OT/Physio works collaboratively with other Therapy team members based in both NSW and Victoria. They will also interact with operational staff responsible for sourcing and assembling bikes and volunteers working on design and building of unique solution projects. At times, they will also work with the marketing and development team.

### 4. KEY RESPONSIBILITIES

#### 4.1 Freedom Wheels

- Make contact with referrer- family and/or therapist to triage referral and ensure suitability
- Conduct bike clinics to assess the support needs of each individual client.
- Provide a prescription for a customized bike that enables the client to ride safely
- Review quotations prior to sending to clients

- Complete a support letter for each client following their assessment and provide information to their private therapist to assist with NDIS Applications
- Complete NDIS Application if client does not have a private therapist
- Travel to regional areas to run clinics as required
- Flag if final fitting is required on collection or if bike can be delivered without a Therapist
- Keep up to date of new and innovative cycling options on the market and incorporate them into delivery as appropriate
- Contribute ideas and suggestions to ensure Freedom Wheels program is continuously improved to be best-practice

#### **4.2 Unique Solutions**

- Adhere to processes- triage, assessment, build, project completion and evaluation
- At all times act in a manner which will empower the full participation of the client in the design process
- Ensure a Peer Reviewer is allocated for high risk unique solutions
- Monitor progress via phone and email and record details with photos, and/or videos and progress notes on data base
- Ensure documentation, data base records, and external reports and applications are completed in line with quality assurance requirements and NDIS practice standards
- Maintain appropriate project records to enable therapy services to be billed in line with Solve-TAD and funding body policies and procedures.
- Supervise volunteers, providing guidance to ensure established practices and processes are followed. Initiate discussion with volunteers when any deviation to processes are made and take appropriate follow up action if required
- Provide feedback to volunteers both informally and via formal feedback avenues
- Act as a resource for volunteers; researching previous solutions, enabling volunteers to liaise with other volunteers who may have the skills, knowledge or workshop facilities pertinent to a particular solution
- Assist volunteers in communication with the client and provide volunteer with relevant information on disabilities
- Maintain project statistics, record of hours worked and personal expenses
- Participate in continuous professional development in relation to assistive technology principles in accordance with AHPRA requirements

#### **4.3 Other**

- Attend and contribute to therapy team and staff meetings
- Participate in the ongoing education of volunteers through presentations at volunteer meetings, provide ideas/information for articles for the Volunteer Newsletter
- Assist in the promotion of the organisation and its services in all contacts with the community and stakeholders
- Assist in the dissemination of the organisation's message to the broader community to enhance the community's understanding and acceptance of the equipment needs of people with disabilities
- Perform all duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness
- Participate in the formal supervision of students as required
- Be available to work on a Saturday every 1-2 months as required

## **5. SELECTION CRITERIA**

### **5.1 Knowledge and skills**

#### **Essential**

- Highly developed conceptual and analytical skills and the expertise to resolve complex problems with particular focus in the area of assistive technology
- Skill in the evaluation and implementation of evidence-based practice and modification of service delivery
- Strong time management skills- Takes a proactive approach and completes tasks within service standards
- Ability to effectively communicates in writing
- Understanding and knowledge of a wide range of disabilities
- Knowledge of and commitment to continuous quality improvement
- Competent computer skills in Outlook and Microsoft Office Suite

#### **Desirable**

- Knowledge of NDIS

### **5.2 Personal Attributes**

- Effective verbal communication- ability to communicate professionally with a wide range of people and build sound relationships with colleagues, a diverse client base, funding stakeholders, community service agencies, community groups, volunteers and individuals who have limited resources
- Can understand and interpret complex information and apply this throughout the clinical reasoning process
- Embraces innovative thinking and application in co-design
- Contributes to team spirit by engendering teamwork and cooperation, is friendly and approachable
- Has integrity and is reliable and trustworthy
- Enthusiastic self-starter, uses initiative and able to work autonomously
- Flexible, able to quickly adapt to any changes or urgent issue that arise

### **5.3 Experience**

- Minimum of 2 years experience working with people with a wide range of disability
- Experience using Salesforce (desirable)

### **5.4 Qualifications/Registrations etc.**

- Degree in Occupational Therapy or Physiotherapy
- Current registration with AHPRA
- Valid Driver's License
- Satisfactory completion of Working with Children Check
- Satisfactory completion of NDIS Worker Screening Check

## **6. OTHER RELEVANT INFORMATION**

- Comply with Solve-TAD policies, procedures, organisational goals and values. Work in a manner that is without risk to self, other employees, visitors, contractor, general public and volunteers
- Under the supervision of the Practice Lead the incumbent will; contribute to quality improvement activities as relevant to the position, participate in team meetings and other meetings relevant to the position, contribute to the development and review of policies and procedures, participate in the Performance Management Planning and Review process.
- This position requires sitting at a desk and using a computer for some of the time which may involve repetitive or sustained postures and movement.
- Solve-TAD makes superannuation guarantee contributions to a complying fund of your choice, or our default fund.
- Salary packaging is offered to reduce income tax, available on appointment
- Solve-TAD is an equal opportunity employer we value diversity and encourage applications from indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds.
- All staff are required to maintain confidentiality of client and volunteer information
- The position will be located at Solve-TAD's NSW office, Northmead and at times will be required to travel to other locations
- Prior to any person being appointed to this position, disclosure of any pre-existing injuries or disease that may be affected by employment in this position is required.

**BOUNDARY RESTRAINTS**

This position reports directly to the Practice Lead and is responsible for duties and responsibilities that are contained within the position description.

---

This position description is subject to review and may change in accordance with the needs of Solve-TAD, its operations and its clients.

I have read this document and agree to undertake the duties and responsibilities listed above. I acknowledge that additional or other duties and responsibilities may be allocated to me.

I....., accept the position as specified above.

Signed by employee \_\_\_\_\_ Date \_\_\_\_\_

Signed by manager \_\_\_\_\_ Date \_\_\_\_\_