

POSITION DESCRIPTION

TITLE:	Occupational Therapist
BUSINESS UNIT/DEPARTMENT:	NDIS Project
TYPE OF EMPLOYMENT:	Part Time (0.8 FTE)
EFFECTIVE DATE:	January 2021 for a fixed term until 30 June 2022
REMUNERATION:	Crisis Accommodation employee Level 3
REPORTING RELATIONSHIP:	Project Officer

RESPONSIBILITIES

Our Purpose

Hutt St Centre's vision is an end homelessness. Our mission is to advocate with and empower people at risk of or experiencing homelessness, supporting them to rebuild their lives on their pathway to a suitable home.

Your Purpose

The purpose of the Occupational Therapist (OT) is to deliver therapeutic occupational therapy services to people with a disability who are experiencing, or at risk, of homelessness. The OT program is a part of Hutt St Centre's NDIS project and will focus on meeting the immediate unmet disability needs of people that are homeless who often experience disproportionate barriers to accessing the NDIS and other related supports and services.

The OT will work with clients whose disability impacts their ability to achieve their independent living goals, access services and/or be included in their communities. Whilst facilitating clients to meet their short term therapeutic goals, the OT will also seek to connect clients with long term disability supports to assist them to continue to build their individual capacities beyond their experience of homelessness.

KEY DUTIES

Clients

- Deliver flexible, responsive, and person-centred OT services to support clients to meet their independent living goals, connect to supports and services, and be included within their communities.
- Complete a range of assessments and therapeutic interventions with clients who have may have diverse or complex needs and support them to live safely and independently in the community.
- Provide holistic therapy services to clients in their home and community environments, and/or in group settings on-site at Hutt St Centre or surrounding community as required
- Work collaborative with other Hutt Street Centre programs and staff, Government agencies, and community organisations that deliver health and social services, to ensure therapy plans and service outcomes effectively meet client needs.
- Advocate for the rights of people with disabilities and people experiencing homelessness using an occupational lens
- Regularly consult with the project officer regarding client progress and access to other community services to address their independent living, health and social needs.

POSITION DESCRIPTION

Internal Processes

- Comply with program requirements for the accurate and timely completion of documentation and statistics and maintain the confidential preparation and storage of accurate, organised and up to date client work notes and files.
- Contribute to the development, implementation and achievement of the NDIS project and organisational goals by participating in meetings, program planning, audits, service reviews, reviews of relevant policies and procedures, client reviews and outcome evaluations as required.
- Support the development, maintenance and compliance of best practice Work Health & Safety policies and procedures, recommending improvements to systems to minimise work place hazards and ensure safe work practices.
- Represent Hutt Street Centre at internal and external events, both as a participant and presenter as directed by the Project Officer and where required

People & Learning

- Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds and managers when required. The Project Officer will support the OT to access appropriate clinical/Occupational Therapy supervision to support personal and professional development.
- Take responsibility for developing skills and knowledge about disability and homelessness for a vulnerable and diverse client group; and the application of occupational therapy within the homelessness sector

Finance

- Contribute to the efficient and effective use of materials and resources, including assisting with the management of the Occupational Therapy and Goods and Equipment budgets.
- Seek appropriate approvals for all program related expenses, and keep appropriate records and receipts for all purchases made as part of the program.
- Provide case studies and service related evidence as required to support relevant funding and grant applications

EDUCATION/QUALIFICATIONS

- Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Australian Health Practitioners Registration Agency (AHPRA)
- Current full and unrestricted registration with AHPRA
- A National Police Clearance and a DHS Working with Children Check and Disability Check.
- A valid driver's license.

POSITION DESCRIPTION

KNOWLEDGE & SKILLS

Essential knowledge, skills and experience

- Experience working within a multidisciplinary team, and collaborating with external stakeholders to advocate for the best outcome for clients e.g. community mental health, hospital inpatient, NDIS providers etc.
- Demonstrated ability to adapt practice to meet the diverse/fluctuating needs of clients, and provide culturally responsive and client centred care to vulnerable adults including those from Aboriginal and CALD backgrounds
- Ability to contribute to a team environment, work autonomously to meet deadlines and display flexibility in response to changing priorities
- Ability to communicate effectively with a diverse range of stakeholders (both verbally and written) and adapt communication style to accommodate needs of the audience.
- Ability to write accurate, timely and high-quality reports to order to advocate for client's unique needs and circumstances

Desirable knowledge, skills and experience

- Knowledge of mental health conditions, disability and experience in providing Occupational Therapy assessment and interventions for vulnerable people
- Experience in supervising students
- Experience in facilitating group work
- Previous experience with the NDIS would be highly regarded but not essential.
- Previous experience in the homelessness sector would be ideal but not essential