# Position Description

**Position Title - Occupational Therapist (Grade 2)**

**Position Purpose**
To provide occupational therapy services to Scope customers and NDIS participants. To actively support the clinical and professional development of peers.

<table>
<thead>
<tr>
<th>Division:</th>
<th>South Division</th>
<th>Reports to</th>
<th>Therapy Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Reports:</td>
<td></td>
<td>Direct Reports:</td>
<td>None</td>
</tr>
<tr>
<td>Internal Relationships:</td>
<td>Therapists, Administration, Coordinators</td>
<td>External Relationships</td>
<td>Customers, NDIA, disability organisations, other professionals</td>
</tr>
<tr>
<td>Delegation of Authority:</td>
<td>Level 6</td>
<td>Category:</td>
<td>Therapy</td>
</tr>
<tr>
<td>Employment Contract:</td>
<td>Permanent</td>
<td>Award:</td>
<td>Scope Therapists Agreement 2016</td>
</tr>
</tbody>
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**Scope's Mission**
Scope's mission is to enable each person we support to live as an empowered and equal citizen.

**Scope's Vision**
Scope will inspire and lead change to deliver best practice. We will:

- support and listen to each person and their family.
- provide leadership to influence strategy and policy.
- deliver person driven, flexible & responsive services to build a sustainable future.
- build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research.

We will deliver better outcomes.

**Scope Approach**

- **see the person**
  - We listen to understand. We see the potential.
  - We recognise how you do things and what you achieve.
  - We take personal responsibility.
  - We build excellent relationships with our clients and customers.
  - We understand the balance between risks and rights.

- **do it together**
  - We lead in line with The Scope Approach.
  - We work together to achieve shared goals.
  - We build sustainable and ethical partnerships.
  - We support each other.
  - We communicate early and honestly.
  - We share responsibility for safety.

- **do it right**
  - We use systems and processes in our work.
  - We deliver quality outcomes safely and on time.
  - We understand risks and opportunities.
  - We are a financially sustainable organisation.
  - We own the consequences of our actions.
  - We take pride in the delivery of our mission.

- **do it better**
  - We develop creative solutions.
  - We review and continually improve.
  - We understand what is working and what is not.
  - We seek and respond to feedback.
  - We build capacity in all that we do.
  - We are a leader in safety.
### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Key Function</th>
<th>Key Accountabilities, Responsibilities &amp; Deliverables</th>
</tr>
</thead>
</table>
| **Service Provision**      | • Plan, deliver and evaluate Occupational Therapy services to customers and NDIS participants, which build on family / client strengths, needs and priorities.  
                               • Support children and adult’s inclusion and participation in the communities that they choose.  
                               • Provide services and supports in collaboration with others.  
                               • Ensure that positive and productive relationships exist between Scope, the local community, and families.  
                               • Demonstrate an understanding and ability to provide services and supports within the parameters of the funding available.  
                               • Participate in regular professional development opportunities to keep up with current developments  
                               • Fulfil administrative requirements such as data collection and record keeping  
                               • When assigned, supervise and train assistants, volunteers and students, ensuring the maintenance of professional, clinical, ethical, and safety standards  
                               • Ensure compliance with our duty of care to clients (Code of Practice).  
                               • Ensure services meet quality service standards, and contract agreements.  |
| **People Leadership**      | • Contribute to maintaining an effective team.  
                               • Actively support the clinical and professional development of peers.  
                               • Attend and participate in meetings, reviews and committees as required whilst seeking guidance and feedback from others for work performed. |
| **Workplace Health & Safety** | • Responsible for ensuring that Scope complies with its legal requirements and strives for best practice in the provision of a safe workplace for all.  
                               • Work within the policies and procedures of the organisation particularly those promoting a safe working environment (including OH&S procedures), |

### SELECTION CRITERIA

**Occupational Therapist**

<table>
<thead>
<tr>
<th>Qualifications &amp; Knowledge/Experience</th>
<th>Bachelor of Applied Science (Occupational Therapy) / Bachelor of Occupational Therapy / Masters of Occupational Therapy</th>
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</thead>
</table>
| Technical Competencies                | • Understands how occupational performance relates to developmental stages and how it is impacted by developmental, neurological, intellectual and physical disability  
                               • Demonstrates knowledge of Occupational Therapy assessment tools relevant to role/sector(s)  
                               • Demonstrates an ability to assess the equipment needs of clients in relation to daily activities including, sleeping, sitting, safe transport and personal care.  
                               • Assesses need for modifications to home and other environments accessed by people with a developmental, intellectual or physical disability  
                               • Uses appropriate assessment checklist(s) and follows prescription requirements and processes when prescribing or recommending equipment  
                               • Demonstrates ability to prescribe adaptive equipment and assistive devices to facilitate and enhance occupational performance |
POSITION DESCRIPTION

- Demonstrates a range of intervention strategies to address needs that relate to, activities of daily living, functional performance, fine motor skills, motor planning, sensory processing, perceptual motor, handling and sensory integration

**Behavioural Competencies**
- A commitment to a person and family centred approach
- Excellent skills in collaboration and demonstrated skills in working in partnership
- A commitment to the inclusion and participation of people who have a disability within their local and natural communities
- The ability to work independently
- Excellent written and verbal communication skills
- A commitment to ongoing development of skills and capabilities
- A commitment to using evidence as a basis for practice

**Licenses & Accreditations**
- Cleared Police Check for disability within the last twelve months
- Working with Children’s check (required for all direct support roles)
- Must satisfy all visa requirements for working in Australia.
- Drivers license (required for all roles where there is a requirement to travel to deliver services)
- Current registration with Australian Health Practitioner Regulation Agency

**Authorisation:**
This Position Description has been reviewed and approved by the General Manager

People & Culture Authorisation

Job Evaluation Completed: ____________________________ Position Created: ____________________________

Organisation Hierarchy Amended: ________________________