

Position Description

Position Requirements

Position:	Occupational Therapist (OT)
Position #:	
Classification:	HPSS Award Health Professional Level 2.2
Site:	South Morang
Reports to:	Manager Aged Care and Disability Services (ADS)

Position Summary – Primary Purpose

This position sits within the ADS Services team and is responsible for delivering funded and fee-for-service (FFS) occupational therapy services, with a primary focus on clients receiving support under the Support at Home (SAH) program model.

Occupational Therapists at ADEC support, facilitate, and empower clients and their support networks to live well and participate meaningfully in daily life. Working as part of the Clinical Care team, the OT will collaborate closely with ADEC's Clinical Care Partners to assess client needs and identify appropriate supports, home modifications, and assistive aids to enable clients to remain safely and independently in their own homes.

OT tasks will include AT/HM management, completing Internal OT referrals for ADEC clients, manage a small caseload of SAH clients and backup assistance for intake and onboarding ADEC clients to SAH.

Position Accountabilities

- Provision of high-quality Occupational Therapy services to individuals and their support networks within agreed service timelines under SAH, NDIS and FFS funding models. This includes conducting initial and ongoing assessments as required, delivering therapeutic interventions, facilitating individual and/or group-based programs, and providing education and support services to clients and their supports.
- Provide relevant assessment and progress reports for ADEC clients to Clinical Care Partners and relevant funding bodies in a timely manner.
- In collaboration with the Support at Home (SAH) team, ADEC Occupational Therapists identify client needs and plan, coordinate, implement, and evaluate evidence-based services. This includes working closely with clients, their families, and multidisciplinary partners to ensure supports are appropriate, goal-focused, and responsive, while promoting independence, safety, and improved participation in daily living.
- Show accountability for the allocation and/or expenditure of resources and ensuring targets are met and is responsible for ensuring optimal budget outcomes for their customers and communities
- Collaborate with internal key stakeholders to support the development, implementation, and continuous improvement of Occupational Therapy processes and protocols across ADEC services.
- Ensure clinical service delivery documentation and funding applications comply with all relevant program requirements, including SAH, NDIS, and other applicable funding models.
- Participate in continuous improvement initiatives and service planning activities to support quality outcomes.

- Maintain timely and accurate data collection and record keeping meeting billing, reporting, and compliance requirements, including adherence to privacy legislation.
- Ensure optimal budget outcomes for customers by coordinating expenditures and resources for clients under their assessed package, scheme or support budget allocations.
- Be accountable for ensuring allocated operational targets are met.
- Contribute to the development, enhancement, and innovation of integrated multidisciplinary service delivery models including provision of regular feedback and reporting with a view to improve health outcomes for clients.
- Ensure services are delivered in a manner that is accessible, culturally responsive, and inclusive for all clients with efficient, cost effective and timely delivery of services.
- Actively contributes to the development of professional knowledge and skills in their field of work as demonstrated by positive impacts on service delivery, positive referral patterns to area of expertise and quantifiable/measurable improvements in health outcomes.
- Other duties as required.

Organisational Environment

ADEC, a state-wide Victorian not for profit organisation established in 1985, advocates for and assists people from diverse cultural backgrounds with disabilities, as well as their families and carers, and older people in need of support. ADEC exists to empower people, fight inequality, nurture community cohesion and advocate for the full inclusion of the people we serve within broader society.

ADEC provides advocacy services, capacity building programs for people with disabilities, community aged care services, Plan Management (NDIS), NDIS Appeals, and direct personal and domestic care support services. ADEC also actively participates in systemic advocacy and collaborative activity in support of more effective and inclusive disability and aged care sectors. ADEC currently serves around 1700 clients with around 120 staff.

Teamwork, Culture & Values

Encourage open communication, mutual respect, and a shared commitment that contributes to employee satisfaction, engagement, and the overall success of the organisation.

Key elements include:

- Ensuring clear communication.
- Building mutual trust through respect, openness, and transparency.
- Working collaboratively on shared responsibilities.
- Working to maintain a supportive environment that encourages staff ideas and feedback.
- Role modelling reinforcing ADEC's values to create a positive and inclusive office culture.

Workplace Health and Safety

Understanding the importance of creating a safe working environment and encouraging responsibility for health and safety among employees.

Key elements include:

- Identifying potential hazards and removing the hazard or raising this as a concern
- Making suggestions for the improvement of safety and wellbeing in the workplace.
- Assessing risks associated with tasks and equipment.
- Fulfilling safety roles, such as Fire Warden, First Aid Officer, or Health and Safety Representative if nominated.
- Encouraging employee involvement in decision-making about safety matters.

- Adhering to policies and procedures based on industry best practices.
- Promoting a culture of safety through awareness.

Quality & Risk Management

Consistently deliver high-quality service that satisfies both internal and external stakeholders.

This involves:

- Implementation of, and adherence to, quality policies and processes.
- Contributing to continuous improvement through ideas and initiatives.
- Complying with industry specific standards and regulatory requirements.
- Actively listening to customers and other team members and creatively solving improvement issues.
- Being aware of, identifying, and reporting potential risks that could affect the organisation's operations and goals.

Key Selection Criteria

This incumbent must have:

- Relevant and recent experience as a practicing Occupational Therapist with high levels of specialist knowledge in aged and disability care.
- Current registration with the Australian Health Practitioner Regulation Authority (AHPRA) as an Occupational Therapist.
- A demonstrated commitment to evidence-based practice
- Demonstrated experience in providing services to individuals.
- Demonstrated ability to manage workload and meet specified targets.
- Demonstrated ability to adapt to a changing work environment
- Registered or eligibility and willingness to be registered for Medicare Benefits Schedule/Private health Insurance registration as a service provider at ADEC.
- Minimum green registration with the Statewide Equipment Program (SWEP).
- Current First Aid certificate.

Mandatory Requirements

- Must have clear NDIS Worker Screening Check
- Must have clear National Police Check
- Must have valid Working With Children Check
- Must hold a current Victorian Driver's License
- Must have evidence of right to work in Australia.

ADEC is an inclusive employer and values the contribution of people with disabilities to our workplace.