



A nonprofit organisation supporting regional children and families for over 75 years

POSITION DESCRIPTION

OCCUPATIONAL THERAPIST – EMERALD

1. LOCATION

Emerald is a modern country town with a population of over 17000 situated in the Central Highlands district of Central Queensland. The town is considered the 'hub' of the Central Highlands, being a service centre for a large number of industries including mining and agriculture.

BUSHkids' Emerald Centre is conveniently located at 5 Clermont Street, opposite the Information Centre. The centre has recently been refurbished following inundation from the December 2010/January 2011 floods, celebrating an official re-opening in October 2011.

The Emerald BUSHkids team is comprised of a provisional psychologist, speech language pathologist, occupational therapist and family health support worker/administration officer. The team provides therapy services to children from Emerald and surrounding areas, including Springsure, the Gemfields, Tieri, Rolleston, Comet and Dysart. The team also makes regular outreach visits to Clermont and Blackwater.

2. ORGANISATIONAL STRUCTURE

The Occupational Therapist is responsible directly to the Mentor/Supervisor in matters relating to the provision of client services and programs. In other general administration and organisation issues relating to the Centre, directions are taken from the Clinical Services and Direction Manager. *Instruction is given by the therapists with regard to individual clients but reporting and direction is given by the Mentor/Supervisor or Clinical Services and Direction Manager, as applicable.*

3. ROLE STATEMENT

The Occupational Therapist (OT) fulfils a participative, consultative and collaborative role in the multi-professional team to facilitate the overall goals of intervention. Services typically include a mix of individual assessments and/or therapy, consultation with school or other health services staff working with our clients, or group programs with children and/or families. Programs are primarily delivered at the centre with outreach services to outlying communities according to local needs. The OT is responsible to the Clinical Services and Direction Manager at the Brisbane Office.

Specific services to children and their families are designed to facilitate optimum development and independence, and include:

- formal clinical assessment and diagnosis of children from 0 up to 13 years with suspected developmental, learning, motor and self care difficulties;
- development, implementation and review of individual service plans;



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- case management in collaboration with other team members, parents, and other health or educational professionals and services;
- multidisciplinary approach when working with children in order to provide client centered practice
- consultation with parents, agencies, peers and other professionals regarding children's development and difficulties associated with their programs;
- identification and monitoring of developmental and learning needs specific to rural children and their families;
- development and delivery of group programs and community education activities with schools, community agencies, or client groups identified through the service;
- identification and monitoring of developmental and learning needs which place children at risk for the development or exacerbation of behavioural, social and emotional difficulties.

4. SPECIFIC RESPONSIBILITIES

- Conduct clinical assessments of the Occupational Therapy needs of children 0-13 years, including preparing reports as required.
- Under the direction of Head Office staff, plan, develop, implement and evaluate Occupational Therapy intervention programs for individual pre-school and school age children to promote their wellbeing and age appropriate development.
- Plan, develop, implement and evaluate group intervention programs designed to promote children's development including school-based programs and home programs.
- Provide consultative and resource services to teachers, parents, and other professionals or agencies.
- Participate in team-based outreach services including such travel as is required to provide a quality service to children and families living in rural and outlying areas.
- Participate in team decision making by attending clinical and program meetings to discuss client programs, progress and planning.
- Maintain accurate records of client assessment, intervention programs and progress, and provide written reports as required.
- Participate in professional development including the in-house Mentoring Program and staff development activities, peer reviews, performance appraisal, and internal research activities as required.
- Participate in fundraising activities in order to raise funds for the Emerald Centre.
- Maintain and care for equipment and resources provided for Occupational Therapy.
- Initiate and participate in Quality Assurance and Workplace Health & Safety activities, including regular demonstration of core competencies, as required.
- Record and provide accurate Client Services data as required.
- Maintain a personal presentation, code of conduct and ethics in keeping with the mission and aims established by the Royal Queensland Bush Children's Health Scheme and the Code of Ethics of Occupational Therapy Australia.



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5. ADDITIONAL RESPONSIBILITIES

Performance appraisal comprises regular reviews of professional development needs and goals in the context of the Mentoring Program, and under the direct supervision of the General Manager. In addition to the usual professional standards and competencies, the organisation maintains the following expectations of all staff:

- Maintaining confidentiality of information gained in carrying out professional responsibilities is to be observed at all times.
- Clients of the service are to be given every courtesy
- The needs of clients are to be met in a timely manner.
- Work colleagues are to be treated in a professional, respectful manner with due understanding and appreciation of the varying roles that all play in the provision of health services to children and families.
- Duties and responsibilities may alter from time to time in line with the Bush Children's Mission, Aims and Structures, and are to be negotiated with the General Manager.

6. SELECTION CRITERIA

Please provide details of how your qualifications and experiences (both work and non-work) demonstrate your competencies in relation to each of the following selection criteria:

- **SC1** Bachelor of Occupational Therapy (or equivalent) and registration with the Occupational Therapist's Board of Queensland.
- **SC2** Demonstrated knowledge and experience in the assessment, diagnosis, management and evaluation of children with learning, developmental, motor and self care impairments, particularly as they relate to behavioural and learning difficulties.
- **SC3** Demonstrated effective interpersonal, oral, and written communication skills.
- **SC4** Demonstrated ability to function as an effective member of a multidisciplinary team.
- **SC5** Demonstrated commitment to ongoing professional development and ability to share knowledge and skills.
- **SC6** Demonstrated ability to work independently without close supervision and to appropriately manage time and workload priorities.
- **SC7** Demonstrated understanding of and willingness to apply the aims and values of the Royal Queensland Bush Children's Health Scheme.

Desirable:

- Experience with planning, implementing and evaluating small group programs with young children with challenging behaviours;
- Experience working with families in rural, remote or isolated communities.



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Applications should be forwarded to:

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Email applications accepted to carlton@bushkids.org.au