



## (Pi) Occupational Therapist / Speech Pathologist / Physiotherapist

Position Description



**Dept/Service:** (Pi) Therapy Education and Support

**Version:**10.004000  
**Issued:**14/01/2025

**Stage:** Issued

### Location:

Central Highlands and Western Metropolitan Regions

### Classification:

As per Pinarc Certified Agreement

### Primary Objective:

Pinarc Disability Support provides a broad range of services across the lifespan to individuals and families. We strive to make a positive difference in peoples lives by providing them with opportunities to maximise their potential.

Underpinning all customer services is an approach to service delivery that is committed to ensuring that customers, their families and carers are at the very centre of decision making in matters related to their support needs and life choices. Our commitment includes supporting and empowering Aboriginal and Torres Strait Island peoples, those from culturally and linguistically diverse backgrounds, those identifying as lesbian, gay, bisexual, transgender, intersex, queer, asexual/agender or other diverse sexual orientations and genders (LGBTIQ+). We actively promote the safety of children.

The **specific objectives** for this role include;

- to provide evidence based clinical services to children and adults with developmental delay and/or disability

### Duties and Responsibilities:

#### Service Delivery

##### Clinical

- Provide comprehensive assessment and intervention service to participants with developmental delay or disabilities 0 - 12 years and/or 12 - 65 years age groups
- When working with children 0-6 years use a Key Worker model of service
- Engage in clinical services that are guided by evidence based practice
- Work within a customer/family centred model of practice
- Negotiate service provision with participant/family within the boundaries of their NDIS plan and service agreement
- Maintain confidentiality of information received and given
- Maintain participant confidentiality according to Pinarc policy
- Complete service plan/reviews that reflects the participants NDIS goals within agreed timelines
- Generate and share ideas and develop ideas for innovation and improvement
- Develop and deliver training internally and externally
- Be aware of and comply with Occupational Health and practices including. Use safe manual handling principles in your work
- Recognise and support cultural and spiritual diversity of service users
- Actively initiate and contribute to continuous improvement and ensure that the program is compliant with funding body requirements. Including, report and act on complaints, identify and manage risks related to the program.

##### Administration

- Complete case notes and activities on Supportability
- Actively participate in TES meetings
- Attend other internal and external meetings as required

- Take responsibility for the maintenance and cleaning of equipment and resources as required

### **Staff Supervision and Support**

- Actively participate in staff supervision process
- Reflect on own practice and seek support to enhance clinical practice
- Participate in student and volunteer supervision as required
- Implement self-care strategies
- Participate in discipline specific meetings
- Schedule and participate in clinical placements in consultation with team leaders and P&C

### **Pending business requirements additional Staff Supervision and Support by Grade 3 Allied Health Professionals may be required including**

- Actively participate in staff supervision process of supervisees
- Identify learning needs of self and others and promote professional development opportunities
- Provide clinical supervision to discipline specific ranging from new graduates to experienced clinicians.
- Work collaboratively with staff, to complete annual performance reviews. Monitor staff performance against key work areas and performance expectations.
- Facilitate discipline specific meetings
- Participate in clinical education programs
- Participate in recruitment and induction
- To lead and develop other allied health professionals in the team
- By mutual agreement provide coverage for extended leave of team leader

### **Relationships and Collaborative Team Work**

- Work collaboratively, recognising contributions from all members of the team
- Be open, honest and timely in your communication
- Share ideas skills and knowledge openly with the TES team
- Be solution focused when issues/problems arise within the team
- Be open and responsive to new directions and program requirements and promote these positively within the team
- Maintain enthusiasm and understanding of own role in achieving organisational objectives
- Participate in team and other Pinarc meetings

### **Organisational**

- Use organisational systems provided to support work practices, as required eg. Supportability, Outlook calendar, HR Kiosk
- Be aware of and comply with Pinarc policies and procedures available on dKnet
- Actively participate in collaborating with the broader organisation
- Positively represent the full range of Pinarc services to the broader community
- Participate in community capacity building projects and activities as required
- Maintain general awareness of the strategic direction of the organisation
- Maintain a positive approach to change and adapt to new or different ways of working.

### **Qualifications:**

Minimum Bachelor of Applied Science in Speech Pathology, Occupational Therapy or Physiotherapy

### **Experience:**

Preferred experience working with paediatric developmental disabilities and/or adult neurological impairment.

### **Other Requirements:**

Safety Checks (as legislated)

- NDIS Worker Screening Check (includes Police Check)

- Victorian Employee - Working With Children Check
- Pre-employment Health Declaration
- Satisfactory completion of the NDIS Worker Orientation Module
- COVID-19 Vaccination or Medical Exemption

#### Further requirements

- Current Victorian Drivers Licence.
- Current registration with Australian Health Practitioner Regulation Agency (AHPRA) (for Physiotherapists and Occupational Therapists) or
- Current registration with Speech Pathology Australia (SPA) (for Speech Pathologists)

#### **Key Selection Criteria:**

Demonstrated experience in;

- family/client centred practice
- assessment and intervention for children and/or adults with developmental delays or disabilities
- delivery of services within an individualised funding model
- developing individual support plans that identify and measure customer's functional goals
- quality and evidence based practice
- excellent verbal and written communication including proficiency with current software programs
- collaborative team work and organisational participation
- managing challenging situations and conversations
- using safe work practices
- responding to change

#### **Reports To:**

Manager Therapy Education and Support Services, through a Team Leader

#### **Accountability:**

Accountable to the CEO through the Manager Therapy Education and Support Services

#### **Extent of Authority:**

According to the Delegations of Authority Policy.

Pinarc Disability Support Inc (Victoria) ABN 42 761 925 547

The liability of Pinarc Disability Support Inc ARBN 630 354 826 members is limited

#### **Summary of Specific Responsibilities**

Be aware of and comply with the organisations policies, procedures and other associated documentation relevant to the role.

**Employee/Volunteer Statement:**

I have read, understand and accept the above Position Description for (Pi) Occupational Therapist / Speech Pathologist / Physiotherapist.

Signed: ..... Date: ... / ... / .....

Name: .....

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