

## POSITION DESCRIPTION

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**Orana Incorporated is a long established non-government member based organisation, which provides a range of services to over 500 people with disability and their families throughout metropolitan and regional South Australia.**

**Position Title:** Level 2 Occupational Therapist, Employee Development Centre

**Stream:** Administration, Employment Services

**Classification:** CS3 (Individual Agreement)

**Immediate Supervisor:** General Manager Human Services

**Responsible for:** Developing, implementing and maintaining an assessment process to evaluate clients with disabilities, for the purpose of determining their suitability for Orana's employment programs and developing plans for maximising individual growth in the areas of personal, social and employment skills.

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### 1. POSITION PURPOSE

The position of Level 2 Occupational Therapist is primarily a role based on the development, implementation and maintenance of functional protocols and the assessments of clients with a wide range of disabilities at Orana's Employment Services. Results from assessments will be utilised to:

- Determine an employee's suitability to either: open employment/supported employment/day options.
- Select the appropriate job position prior to an employee's start date.
- Objectively determine an employee's productivity level.
- Identify necessary support.
- Identify an individual's potential.
- Direct goal identification and training.
- Increase independent living and development.

### 2. PRINCIPAL REQUIREMENTS

#### Functional Assessment

- Review the current population of clients at Orana to create an assessment service to achieve the job function.
- Develop protocols to identify the functional ability of adults with a wide range of disabilities.
- Develop policies and procedures appropriate to the service.

- Evaluate clients' physical capabilities to identify barriers that limit their ability of completing vocational tasks.
- Analyse and interpret results and prepare reports of data for service staff to utilise for the management of each client.
- Identify each client's functional limits to choose ways of increasing daily living skills, independence, life-management and vocational skills.
- Identify clients' individual needs and abilities to recommend amendments to their personal or work life to increase their functional ability and independence.
- Advise staff of any functional inabilities that can cause health or safety risks in the work environment.
- Use objective results to determine the most suitable employment service and employment position selection and to direct holistic development for each client.
- Purchase and upgrade tools to ensure maintenance of high quality services are delivered.

### **Task Analysis**

- Work with the Vocational Psychologist to analyse each job by breaking down its components, skills, demands and sequence of necessary tasks.
- Determine the physical, mental and environmental requirements of each job.
- Create comprehensive descriptions of all job tasks.
- Match each client's abilities identified through the functional assessment to suitable job requirements within their prospective place of employment.
- Make recommendations to service staff for modification of tasks or work environment if necessary.

### **Recruitment and Selection**

- Develop and implement recruitment and placement processes.
- Establish criteria for the eligibility, classification, job matching and training of clients according to an analysis of job requirements.
- Use objective results from assessments to stream employees to a suitable employment service and for the selection of an appropriate position according to the established criteria.
- Select clients for employment according to their skill level, competencies and effectiveness identified through the assessment protocols.
- Advise relevant staff of each employee's eligibility to the service and most suitable job position.
- Accommodate to clients' individual needs and abilities by recommending amendments to their personal or work life to increase their capabilities and independence.
- Create any necessary environmental modifications or assistive devices for the worker according to results of the assessments to ensure employee safety, well-being and effectiveness is taking place.
- Assist clients in the utilisation of assistive devices.
- Provide guidance to service staff on creating a work environment according to the needs of the client.
- Assess the need for development of VPs and IPPs.

**Activities of Daily Living**

- Utilise assessments to identify each client's functional capabilities related to their abilities to participate in daily life activities to develop methods of improving their capacity.
- Identify the impact of barriers and limitations faced in the workplace on a daily basis.
- Determine the type of special accommodations that are needed according to clients' functional ability related to activities in their daily life to maximise success and their capabilities in the workplace.
- Assess clients' functional ability related to safety tendencies to identify any safety concerns.
- Determine strategies for modifying tasks or work environment to improve ability in daily work conditions.

**Worksite Assessment**

- Overview each work environment to identify safe work methods, availability of fitting jobs for clients and to ensure suitable job placement occurs.
- Identify the suitability of the individual's work environment and job to their abilities and skill level.
- Indicate functional tolerances to determine the client's work capacity.
- Formulate goals and necessary training according to their ability, preferences and barriers related to their work environment.
- Select training methods to increase productivity and effectiveness in the clients' work environment.
- Ensure clients will be placed in safe work conditions.

**Employee Support**

- Advise necessary staff of employees' eligibility to the service and most suitable job position according to assessment results.
- Liaise with the Human Services Department to determine and coordinate realistic and suitable training programs according to objective information determined through assessments.
- Communicate with clients and carers to discuss results and ways of developing in a holistic manner.
- Work with the Human Services Department to maximise the potential and development of all employees on an ongoing basis through the formulation of Vocational Plans and IPPs.
- Create necessary special accommodations or assistive devices to increase integration in the client's work environment.
- Assist clients with the use of any special accommodations or assistive devices.
- Assist in the restoration of clients' integration and participation in the workforce and their community through increasing their independence and functional capacity through holistic development.
- Support clients in maintaining jobs at Orana through skill development and through the identification of their needs while ensuring they are being met.

### 3. KEY REQUIREMENTS

#### Essential

##### *Qualifications and Experience*

- Tertiary qualification in Occupational Therapy, Level 2
- Eligible for registration by the Occupational Therapy registration Board of South Australia
- Minimum 3-5 years' experience in Occupational Therapy.
- Demonstrated ability of planning, developing and implementing functional assessments.
- Ability to develop a positive rapport with clients.
- Excellent communication and interpersonal skills.
- Outstanding written skills.
- Sound Microsoft Word and Excel skills.
- Ability to engage in critical thinking to identify appropriate training programs and ways of overcoming barriers.

#### Desirable Attributes

- Experience with vocational planning.
- Experience working with adults with disabilities.
- Ability to work with individuals with disability and involved carers in a professional and positive demeanour.
- Ability to engage in innovative thinking regarding ongoing development of services.
- Experience writing and implementing procedures.
- Experience writing reports.

### 4. CONDITIONS

#### Behaviour

- The incumbent is required to abide by all applicable legislative requirements and Orana's Policies and Procedures at all times. The incumbent is also required to adhere to the requirements of applicable Orana's Code of Conduct for staff & Code of Conduct – Disability Staff.

#### Employment Conditions

##### **OHS&W**

- The incumbent must take reasonable care to protect their own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.

##### **Overtime**

- Occasional overtime may be required depending upon operational requirements. All overtime must be approved by the employer prior to working any overtime.
- Intrastate travel will be required to other Orana sites and service providers.

**Police Clearance**

- The incumbent is required to provide a satisfactory National Police Clearance Certificate at commencement of employment and at the request of the employer.

**Driver's License/Private Vehicle Usage**

- Possession of a current South Australian Driver's license and willingness if needed to use own vehicle for Orana business. Any private vehicle usage must have the prior approval of the employer.

**Other Duties**

- Orana Incorporated may require you to carry out other duties as directed that are commensurate with the skills and competencies of the classification level.

**Other Conditions**

- The Occupational Therapist must adhere to all confidentiality legislations whilst working with employee information.

**5. REPORTING RELATIONSHIPS**

- This position reports to General Manager Human Services.

**6. PERFORMANCE STANDARDS**

The performance of the incumbent will be measured by:

- Adherence to Orana's Strategic Plan and performance objectives.
- Increase in suitable job selection and transitioning of employees to suitable employment services/day options.
- Increase in recruitment due to improved services.
- Achievement of responsibilities.
- The extent of professionalism.
- Reliability, quality, efficiently and courteousness of services delivered.
- Involvement and contribution to achieving Orana's goals and KPIs.
- Effective and accurate identification of employees' capabilities leading to providing constructive advice to colleagues regarding service selection, job placement and vocational planning.

**WRITTEN BY:** Nicholas Mihalaras

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**DATE APPROVED:** \_\_\_\_/\_\_\_\_/\_\_\_\_