



PAEDIATRIC OT - POSITION DESCRIPTION

POSITION TITLE	Occupational Therapist
LOCATION	Brisbane, Queensland
POSITION TYPE	Full-time
EXPERIENCE REQUIRED	1-5 years
QUALIFICATIONS	Bachelor or Masters Degree in Occupational Therapy

ABOUT THE ORGANISATION

Kids Matters OT is a safe and supportive community where everyone (staff and clients) grow and live their potential.

Established in 2005, Kids Matters is a well-respected, locally-owned occupational therapy practice that's grown to cover three locations across Brisbane. With a down-to-earth and passionate team, and a great mix of both new and longstanding team members, they understand and celebrate the things that make each person different, banding together to transform lives in an inclusive and supportive environment.

Kids Matters is committed to more than just a constant stream of patients, or churning out as many appointments as possible; they know some time to breathe and the chance to grow (both personally and professionally!) is essential if they want their staff to be able to be the best versions of themselves.

POSITION PURPOSE

To provide quality and evidence-based clinic, telehealth and community based occupational therapy services to children and their families.



KEY ACCOUNTABILITIES

Key Accountabilities	Responsibilities
Occupational Therapy evaluation and intervention	<p>Provide a comprehensive evaluation of child's performance and participation across all life domains.</p> <p>Use a strengths-based approach to identify child's talents, skills and interests.</p> <p>Identify current limitations and challenges to optimal performance and participation.</p> <p>Collaborative development of person and / or family centred SMART goals.</p> <p>Collaborative design and implementation of agreed intervention plans that will promote the child's skills, independence and participation in play, learning, social relationships.</p> <p>Use of tools that measure the impact and positive change for clients.</p>
Culture	<p>Embraces and demonstrates the Kids Matters culture code and actively seeks out connection and collaboration with team mates, quiet mastery, excellence and playfulness.</p> <p>Therapist communicates and collaborates with the team and management as necessary such that all concerns and feedback is laid out in the open where action can be taken.</p> <p>Therapist is inclusive and makes time to be together. There is no spreading of negativity.</p> <p>Therapist strives to learn and grow.</p> <p>Therapist gives and receives feedback openly and kindly.</p>

Productivity	<p>Therapist works efficiently and productively to complete work at work the majority of the time. (TOIL available if needed).</p> <p>Therapy spaces are kept clean, tidy and organized</p> <p>Therapist follows administration processes to ensure the practice runs smoothly.</p> <p>Achieves agreed productivity targets – booked for 27 billables or approved non-billables / week/ with KPI for 25 actually seen including supervision and meetings, after cancellations for full timer.</p> <p>*Note that these figures include paid cancellation spots, reports and clinic meetings. Pro rata for part timers.</p> <p>Has 90% of clients come back for a second session after the initial consultation.</p> <p>Has 70% of clients come for some therapy sessions after their initial consultation and/ or assessment process.</p> <p>Able to organise workload, communications, appointments and meet deadlines.</p> <p>Able to work independently</p> <p>Recognise limitations and able to request guidance as required.</p>
Supervision of less experienced clinicians	<p>When ready (for level 2-3 therapists), is able to give Informal supervision and training to less experienced therapists or students when settled in and established in caseload.</p>
Contribution to business development	<p>Able to contribute skills according to personality and gifts when settled in and established in caseload.</p>



OTHER ACCOUNTABILITIES

Key Accountabilities	Responsibilities
Team work	<p>Work effectively with other service providers, attend meetings and teleconferences with the multidisciplinary team external to Kids Matters.</p> <p>Embraces and demonstrates the culture code.</p>
Evidence based practice	<p>Be aware of and deliver assessment and intervention services based on the best available evidence and clinical reasoning</p>
Communication	<p>All notes are done within 24 hours of seeing the client.</p> <p>All reports are completed within 2 weeks of the assessment and have good clinical reasoning and accurate spelling and grammar.</p> <p>Consistently demonstrate highly developed written and verbal communication skills</p> <p>To return phone calls and emails within in required timeframes</p> <p>To be competent with mobile technology and be able to work remotely</p> <p>Write accurate and parent/ teacher friendly reports that explain the reason for child's challenges and what can be done about them.</p> <p>Communicate assessment findings to parents in a way that they can understand and give effective guidance about what can be done about it.</p> <p>To be able to guide the family towards a positive future they may not be able to see for themselves.</p>

Create and deliver information (optional according to talents and skills)	Participate in the creation and curation of content for social media, newsletter distribution Design and delivery of workshops to parents, educators and allied health professionals
Key Accountabilities	Responsibilities
Stakeholder Engagement	Build and maintain strong relationships with external multi-disciplinary team including referral partners, relevant external agencies and suppliers. Represent Kids Matters' positively and professionally at all times.
Professional Development	Invest in private study, reflection and participate in interest groups as required Attend and contribute to in - house professional development activities. Attend external PD opportunities as practical. Participate in individual and group mentoring as required.
Internal WHS	Promote culture of Workplace Health and Safety by taking personal responsibility, caring for others, monitoring the environment and alerting the director of issues.
Professional Integrity	Develop and maintain professional relationships with all clients and Kids Matters staff members. Understand and adhere to the Occupational Therapy Code of Ethics. Maintain confidentiality at all times Act with integrity at all times. Understand and adhere to legal requirements of funding bodies Understand and adhere to Kids Matters Policy and Procedures at all times.



ABOUT THE ORGANISATION

Internal

- Director of the business/ Principal OT
- Therapy manager
- Clinical supervisor or senior clinician
- Clinical Team mates
- Practice administrator

External

- Clients, their carer and families
- Paediatricians and GP's
- Allied health professionals
- Educators and leadership team in childcare, preschools and schools
- Children's Hospital
- Community Health Facilities
- State Funded Children's and Early Intervention facilities
- Equipment suppliers

Essential Criteria

- Bachelor of Occupational Therapy or equivalent tertiary qualification
- Registration with the Occupational Therapy Registration Board (AHPRA)
- Professional Indemnity, Public Liability Insurance (provided by Kids Matters)
- Membership with OT Australia
- Current drivers licence and reliable insured car

