



MAARI MA HEALTH ABORIGINAL CORPORATION

Improving Aboriginal health and closing the gap

POSITION DESCRIPTION

Position Title	Occupational Therapist
Employment Type	Full Time
Team	Child and Family Health Program
Location	Broken Hill
Classification	Maari Ma Enterprise Agreement
Date	February 2021

About Our Organisation:

Maari Ma Health is an Aboriginal community controlled health service, led and governed by an all Aboriginal Board of Directors. Our values are community, compassion, culture, empowerment, quality and respect.

We work to improve the health and well-being of Aboriginal people, families and communities. We do this through:

- Child and Family Health and Keeping Well programs of the Chronic Disease Strategy focussing on prevention, early intervention and care plan management.
- Social and Community Programs to promote individual and community wellbeing, supporting young people to enjoy life, realise their potential and be all they can be.
- Joining research projects about community safety, chronic disease and quality outcomes.
- Working in partnerships with other organisations in our region such as Far West Local Health District and Far West Primary Health Network.

Maari Ma has a Regional Primary Health Care Service with a multidisciplinary general practice in Broken Hill and delivers services and programs collaboratively with local health service staff in communities within the Far West region of New South Wales. Our service approaches are grounded in the Aboriginal concept of health which takes a holistic view incorporating the physical, social, emotional and cultural well-being of individuals, their families and their communities.

Service Information-Child and Family Health Program

Within the framework of Maari Ma's whole-of- life-course Chronic Disease Strategy, Child and Family Health encourages children and their families to recognise and choose healthier attitudes and habits with the aim of reducing lifestyle related chronic disease in later life.

Child & Family Health is an award-winning program which aims to give children the best possible start in life; supporting pregnant women, mothers, babies, youth and families.

Purpose of the Position

The Occupational Therapist works as part of the Child & Family Health program based at the Broken Hill Primary Health Care Service and provides outreach services to Wilcannia.

The position provides a leadership role in the delivery of our paediatric allied health team based care service. The incumbent will work at an advanced level, demonstrating their ability to provide autonomous practice, using their critical thinking skills and improving practice in their own and other employee's therapy provision.

The Occupational Therapist is responsible for overseeing a paediatric caseload of complex patients and provides a broad range of paediatric services for children with a developmental delay and/or physical disability. This involves clinic based, school based and community based services.

The position acts as the senior therapist in the allied health team, coordinating and monitoring therapy delivered by the speech pathologist and allied health assistants. This includes teaching, mentoring and clinical supervision of Allied Health Assistants.

Travel within the Region may be required with some overnight stays.

Reporting/Working Relationships

- This position reports to the Team Leader, Ngama'liny Yapar'na (Child & Family Health)
- This position works as part of a multidisciplinary team with Aboriginal Health Practitioners, Midwives, Registered Nurses, Child & Family Health Nurses, Allied Health Assistants, doctors, Paediatrician and visiting allied health providers.
- This position works closely with the Early Years team to engage and follow up families.

Employment Conditions:

- Terms and conditions as outlined in the Maari Ma Health Aboriginal Corporation Enterprise Agreement.
- Appointment and continued employment is subject to a satisfactory National Police History Check and NSW Working with Children Check.
- Current Driver's License and willing to drive in the course of work activities.

Key Responsibilities	
Clinical	<ul style="list-style-type: none">• Be familiar with the Chronic Disease Strategy and Aboriginal Child Development and Well Being Strategic Framework documents and apply the principles in everyday work• Liaise closely with the Team Leader C&FH to ensure that the paediatric allied health services are delivered in a 'team based therapy model'.• Lead the teams practice to ensure the care provided is seamless and well communicated.• Perform a thorough Occupational Therapy assessment with patients, including use of appropriate assessment tools. Assessments will be relevant to the functional needs of the patient.• Development of an individually tailored Occupational Therapy program providing necessary intervention to assist the patient gain functional skills. Interventions will include goal setting, use of specific therapeutic techniques, and changes to the environment, prescription of aids or equipment and education programmes.• Innovative methods of providing therapy services, including use of home programmes, one on one therapy and group therapy programmes, education of the client/ their parents and education of support networks e.g. teachers, will be required.

	<ul style="list-style-type: none"> • Work as a member of the multidisciplinary team, attending relevant family meetings and team meetings. • Provide education, advice and support for other members of the team as needed. • Effectively execute programs with the patients. This will involve the supervision and/or assistance of the Allied Health Assistant. • Provide training and support for the Allied Health Assistant in the implementation/supervision of appropriate functional programs. Maintain direct, regular and effective verbal and written communication • Demonstrate Occupational Therapy clinical reasoning skills that enhance the service's ability to manage clients who have a range of complex needs. • Exercise Occupational Therapy professional judgement when required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification.
National Disability Insurance Scheme	<ul style="list-style-type: none"> • Work to maintain accreditation as an NDIS organisation • Work with the Healthy Start team, including the Allied Health Assistants, to identify children who would be eligible for an NDIS package. • Assist those children and their families to register with the NDIS and liaise with the NDIS LACs as required, providing documentation that facilitates package approval. • Assist children and their families to identify appropriate goals and plan for the NDIS packages. • Provide services as appropriate under NDIS funding where able. • Prepare invoices promptly for submission
Partnerships and working collaboratively	<ul style="list-style-type: none"> • Develop effective relationships with General Practitioners and specialists, especially visiting Paediatrician and other services to achieve a multi-disciplinary team based model of care. • Nurture and further develop partnerships with other child health providers.
General Occupational Therapy role	<ul style="list-style-type: none"> • Assist the Team Leaders and managers in general requests for OT assistance within the scope of practice. • Assess and provide recommendations on workplace issues such as ergonomics, make recommendations to prevent injuries without inhibiting job-related responsibilities.
Workforce leadership and development	<ul style="list-style-type: none"> • Work as the clinical lead in the allied health team, providing oversight of the clinical practice of other members of the team. • Direct and coordinate the workload of the other members of the allied health team. • Lead, manage and develop the performance of staff to proactively work towards achievement of child health key performance indicators of the program. • On a day to day basis, actively work with, mentor and develop the capacity of the Allied Health Assistants. • Mentor Aboriginal Health Practitioners and other Aboriginal staff to develop confidence and knowledge of the Child & Family Health Program to vouch for and promote the program in the community. • Encourage and support the development of Aboriginal Health Practitioners planning for progression to Indigenous Midwives and Child & Family Nurses. • Foster the 'two ways learning' approach of clinicians supporting Aboriginal staff to develop competencies while Aboriginal staff support clinicians in working with local communities.

Policy and planning	<ul style="list-style-type: none"> • Research and develop policies as required to implement the program safely, effectively and with accountability • Monitor expenditure and effective use of resources and facilities • Participate in general Maari Ma Health functions, promotions and other duties as required
Administration Activities	<ul style="list-style-type: none"> • Ensure the secure management of client and organisational confidential information and compliance with privacy policies and legislation. • Collect and collate data, provide updated data to the Data Manager as requested • Provide clinical supervision to Allied Health Assistants. • Participate in recruitment panels as required • Contribute to student placement options on a regular basis. • Purchase and maintain resources.
Team & Organisational Activities	<p>Actively participate in C&FH communication and team meetings; attend the C&FH monthly multidisciplinary team meeting to contribute regarding families involved with other services.</p> <ul style="list-style-type: none"> • Actively and regularly participate in team planning activities and team meetings. • Actively develop and maintain effective internal and external networks in a professional manner. • Work collaboratively with and support other Maari Ma colleagues where required. • Participate in and support a culture of continuous quality improvement activities. • Participate in working groups, committees and organisational activities where requested. • Participate in Maari Ma Health functions and community promotional activities. • Appreciate, respect and value differences within the team and within Maari Ma. • Contribute to and support positive team morale. • Promote and present a positive image of Maari Ma to other staff, clients and the community in general.

Qualifications, Skills, Experience and Knowledge

Essential:

1. Occupational Therapist registered with AHPRA.
2. Ability to work in a way that fosters mutual respect in a cross cultural environment
3. Demonstrated understanding of and commitment to the principles of primary health care and how they relate to child health and development.
4. Demonstrated clinical experience in a range of diagnosis including but not limited to: early intervention (0-6 year olds); school support; learning difficulties; developmental delay
5. Ability to communicate and develop good working relationships with Aboriginal and Torres Strait Islander families within the Far West Aboriginal community.
6. Proven ability to work as part of a multi-disciplinary team with demonstrated excellent verbal and written communication skills.
7. Demonstrated computer and keyboard skills using a variety of computer applications.
8. Current drivers licence.

Compliance Responsibilities – All Staff

Professional Development/Performance Review/Feedback

- Participate in learning and development activities to maintain professional knowledge and skills.
- Participate in performance reviews, feedback and information sharing discussions in relation to job satisfaction and communication, continuous improvement, learning and development, innovation, and improving performance.

Workplace Health and Safety

- Arrive Safe, Work Safe and Go Home Safe.
- Make sure you keep your safety and others safety in mind at all times.
- If you notice someone doing something unsafe – care enough about them to ask them to stop or find a safer way.
- If you notice something that is a potential risk or hazard to your safety or others safety – report it.
- Watch out for spills, things in the way of people, and/or equipment that isn't working.
- If you need equipment to do your job safely – make sure you use it. It's there to keep you safe.
- If equipment isn't working properly – tell everyone around you (a sign is often good) and then tell us so we can fix it.
- If you are involved in an incident or are injured tell us straight away.

Modelling Healthy Workplace Behaviour

Maari Ma has a Smoke Free Workplace Policy and a Workplace Nutrition Policy. All staff have a responsibility to model healthy behaviour and lifestyle at work.

Immunisation Status

This position is Category A – employees who have contact with clients or contact with blood, body substances or infectious material.

Other Responsibilities

- Behave in a manner consistent with personal and professional workplace standards outlined in the Code of Conduct, human resource policies (including Equal Opportunity, Workplace Bullying and Discrimination & Harassment Policies) and other relevant legislation.
- Abide by the policies and procedures of Maari Ma. These policies and procedures are subject to change and it is the responsibility of each staff member to maintain an awareness and understanding of all policies and procedures.
- Co-operate with the requirements of the Occupational Screening and Vaccination Against Infectious Diseases Policy or, where you elect not to comply, confirm in writing your non-participation and understanding of the risks of non-participation.
- Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with employees as required, and within the scope of skills, experience, knowledge and competencies.

Employee Statement

I have read and understood the information contained in this Position Description.

Name

Signature

Date