

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	SPINAL ADVISORY SERVICE /OCCUPATIONAL THERAPIST
<b>LOCATION:</b>	BRISBANE
<b>DEPARTMENT</b>	SPINAL ADVISORY SERVICE
<b>REPORTS TO:</b>	CLIENT SERVICE MANGER
<b>ASSESSED LEVEL:</b>	
<b>REVIEW DATE:</b>	
<b>HOURS:</b>	38 HOUR WEEK

### Position Summary

This position is responsible for Caseload management, which involves: - assessing the physical and psychological needs of clients who have a spinal cord injury, in south Queensland, to provide information and advice, or direct appropriate support services to enhance performance, functionality and independence.

This role entails the prescription of equipment, seating assessments, provision of information and advice on lifestyle issues, functional capacity assessments, application for support packages, emergency funding application for respite or equipment, alternative funding applications for equipment, applications for continence aids, pressure area management, referrals to home assist, home modification recommendations, applications to department of housing, court report compilation, delivery of presentations.

### Supervisory Responsibilities

Occupational Therapy Students.

### Experience / Qualifications Required : (Necessary to perform the job)

Mandatory :- Bachelor of Occupational Therapy

Current "C" class drivers licence

Current DSQ criminal history positive notice card.

Desirable: - minimum 3 years experience working in the community sector, experience in seating assessment, equipment prescription.

<b>RESPONSIBILITIES:</b> <b>This position is responsible for:</b>	<b>KPI's</b>
<p><b>Workplace Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Stopping any unsafe work practice(s) that will put yourself or others at risk.</li> <li>• Reporting hazards and/ or incidents in accordance with Spinal Injuries Policies and Procedures.</li> </ul>	
<p><b>Quality Management System</b></p> <ul style="list-style-type: none"> <li>• Following and adhering to all Spinal Injuries Association Policy and Procedures.</li> </ul>	
<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>• As directed by Management:</li> <li>• Assist in the compilation of policy and procedures for the SAS team.</li> <li>• Conduct individual client assessments to identify and evaluate physical, psychological needs of clients.</li> <li>• Provide ethical decision making in achievement of client and organizational goals</li> <li>• Provide strategies to empower individuals and advocate to meet their lifestyle choices</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and procedures are produced; comply with standards required for auditing purposes.</li> <li>• Successful audit completion</li> <li>• CMS client progress notes, referrals made to appropriate agencies</li> <li>• Observation supervisor, feedback performance review, work is carried out in accordance with OT code of ethics.</li> <li>• Clients advocate on their own behalf, positive client feedback (as measured by client survey)</li> </ul>
<ul style="list-style-type: none"> <li>• Trial and prescribe appropriate equipment for clients including:- power chairs, manual wheelchairs, pressure reduction cushions, hoists and slings, shower chairs, continence equipment, daily living aids, electric beds, to assist performance, enhance productivity and promote independence.</li> <li>• Preparation of funding applications to assist clients to source cost share equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Applications made to MASS, as well as emergency respite funding, alternative funding applications. Client progress notes CMS data collation.</li> <li>• Appropriate equipment ordered and received, low level client complaints.</li> </ul>

<ul style="list-style-type: none"> <li>• Assess clients personal support needs, prepare applications for care packages, advocate on client's behalf and link them to emergency respite services, where appropriate</li> <li>• Provision of functional assessments as required to support applications to DSQ for care, referrals to department of housing for modifications</li> <li>• Work in conjunction with peer support as well as other referrals sources to facilitate new clients to the service</li> <li>• Conduct Workplace health and safety assessments for Personal Support Plus service, in clients home to assist in the provision of alternative strategies, equipment suggestions to assist with increasing clients and carer's safety, support no lift policy implementation</li> <li>• Source and provide information/advice on equipment/lifestyle issues, including bowel and bladder management, pressure area management, prescription of continence aids, vehicle selection</li> <li>• Provide advice as well as prescription of technology including:- environmental control systems, voice activated software, use of x-sensor mapping system where appropriate</li> <li>• Preparation of court reports as resources permit</li> <li>• Preparation and presentation of conference papers and member networks as required</li> <li>• Upkeep client records CMS data base</li> <li>• Work effectively with other team members, to develop SAS's business plan and marketing strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Applications made to DSQ for ALSP's, as well as FSP, functional capacity assessment reports, client word files</li> <li>• Client progress notes, attached reports</li> <li>• CMS record number of new clients being referred to service</li> <li>• Workplace Health &amp; Safety reports completed. Outcomes for clients noted. CMS client progress notes, client word files</li> <li>• Continance applications submitted to MASS, client emails, attached client progress notes</li> <li>• Client progress notes</li> <li>• Preparation of document, payment received from lawyer</li> <li>• Presentations produced and presented</li> <li>• Successful completion audit</li> <li>• Attendance and contributions at team meetings, and business planning activities</li> </ul>
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<ul style="list-style-type: none"><li>• Work effectively with broader organisation to accomplish company goals</li></ul>	<ul style="list-style-type: none"><li>• Liaise with other departments, establish good working relationships</li><li>• Assist with and participate in relevant in house training</li><li>• Involvement in Quality Assurance Activities and continuous improvement</li><li>• Contribute towards the activities and events of the Spinal Injuries Association</li></ul>
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**Authorities:**

This position has the authority to:

- Make daily decisions to manage caseload effectively
- Initiate further client assessments or intervention as required
- Assessing client's eligibility to service, recommendations regarding exiting of clients from service
- Make appropriate referrals to relevant agencies
- Raise QIR's for non-compliance detected in accordance with Spinal Injuries Association continuous improvement procedures
- Stop any unsafe work practices that will put yourself or others at risk

Agreed by Employee	Date
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Confirmed by Manager	Date
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<b>Key Selection Criteria</b>	
<b>Weighting</b>	
	Demonstrated ability to achieve client and service delivery goals employing principles of empowerment and advocacy.
	Minimum 3 years experience as an Occupational Therapist in the community sector, demonstrated experience in seating assessments, equipment prescription and functional capacity assessments.
	Knowledge of issues that impact on individuals with a spinal cord injury.
	Experience working in a high demand work environment requiring prioritization of workload to meet the individualized needs of clients
	High level of verbal and written communication skills in particular problem solving and negotiation skills, strong computer literacy.
	Demonstrated ability to work in a team environment and with minimal supervision.