

Therapy Assistant (Paediatric to young adult)

Title:	Therapy Assistant (Level 2) – Support Services employee Level 4 - 5
Reporting To:	Clinical Director, Independent Kids Occupational Therapy
Award:	Health Professionals and Support Award 2010 Remuneration conditions are negotiable: - contract position (percentage of service fee); or - salaried employee (competitive hourly rate)
Location:	7 Wilks Road Lenah Valley, TAS, 7004
Job Type:	Permanent Full time/Permanent Part time/Casula

Position Description

- To provide therapeutic services to children with developmental delays and to support the Occupational Therapists (OT) in the delivery of a range of activities

Primary Tasks:

- Provide assistance to clients in activities and developmental plans as set down by the treating therapist
- Prepare patient information and resources for use in intervention programs, and provide accurate and high quality written reports / feedback of assessments and programs. Records to be kept confidential and in accordance with the *Privacy Act 1988*
- Work independently with clients at the clinic, in homes, school and childcare centres without direct supervision
- Provision to a participant of a therapeutic support by an allied health assistant working under the delegation and supervision of a therapist, where the therapist is satisfied that the allied health assistant is able to work independently without direct supervision at all times.
- Where a support is delivered by a therapy assistant, the therapy assistant must be covered by the professional indemnity insurance of the supervising therapist (or the therapist's or therapy assistant's employing provider).
- To maintain close interaction with the Occupational Therapist and health professional team to discuss client development and intervention and provide a holistic, client focussed service
- Prioritise conflicting work demands, managing situations and relationships
- Positive promotion of IKOT services, and maintaining effective networks and therapeutic relationships

- Prioritise work within established policies, guidelines and procedures.
- Other duties at the discretion of the Director, IKOT or overseeing occupational therapist

Pre-employment Conditions:

- The person nominated for **this position must satisfy a** pre-employment check, namely a National Police Record Check and Working with Children Certificate prior to commencement in the role

Essential:

- Previous experience working in a teacher assistant, support worker or therapy assistant role
- Excellent interpersonal, communication and team skills with a proficiency in problem solving
- Proven ability to work autonomously and as part of a professional team
- Flexible, adaptable and disciplined work ethic with the ability to prioritise and manage time efficiently
- Current motor vehicle licence

Highly Desirable:

- Experience in a multidisciplinary work environment
- Competence in Microsoft Office software

Successful Applicant Must:

- Demonstrate a clear understanding of objectives for IKOT service, and clarify uncertainties with supervising therapist or Director
- Understand and demonstrate knowledge of clinical reasoning for treatment.
- Ensure work practice is in accordance with the Occupational Therapy Australian Code of Ethics, and relevant regulatory, privacy and OHS legislation, company objectives, policies and procedures
- Attend to work commitments in an efficient, effective and safe manner
- Work under the direction of IKOT Director and in a spirit that encourages and promotes a positive and productive work environment and relationships
- Demonstrate understanding of the appropriate response to emergency and / or threatening situations
- Report any incidents of concern to the IKOT Director

Working Environment:

- IKOT is committed to the principles of equity, diversity, teamwork and OHS, and is a smoke free work environment

Level of Responsibility:

- Responsible for own professional development and continuing education activities to enhance and expand personal knowledge and levels of competence, and that of colleagues and OTA students

Alison Hopwood
Director
Independent Kids Occupational Therapy