

## Detailed Position Description

### Company Overview

Little Rockets Occupational Therapy is a growing mobile paediatric occupational therapy clinic that supports families with children who have developmental delays and/or disabilities from birth through to the end of primary school. We provide services to children, families and educational settings in Eltham and surrounding suburbs such as Greensborough, Kangaroo Ground, Warrandyte and Templestowe.

Little Rockets Occupational Therapy provides high-quality client-centred and goal directed intervention within the child's environment/s. We provide responsive and empathetic supports to families and value collaboration with all members of the child's care team to ensure the child is held in a balanced and holistic network of support.

### Our Mission and Vision

#### Individual therapy and support

Little Rockets Occupational Therapy focuses on enabling children to participate in their everyday occupations and activities. Our focus is on supporting participation in a meaningful way that enhances and supports their development, relationships and personal growth.

#### Community-based supports and outreach programs

We also aim to support families, educational settings and day-cares within the local community through collaboration and shared learning. Little Rockets is dedicated to supporting children and families in the local community to access support in a timely manner. We are passionate about developing programs, groups and events that are embedded in the community environment and enhance access to therapeutic support.

For example, in response to the high numbers of referrals leading into term 4, Little Rockets opened a pop-up clinic in Eltham where parents could book appointments on-line and come in to speak with an occupational therapist to gain informal assessment, planning support and therapy recommendations before the end of the year. This particularly supported families who had made referrals for children transitioning into school and who were unlikely to gain an appointment time before the new year began.

### Values

**Integrity** – we do what we said we would do

**Honesty** – we tell the truth and own our mistakes

**Respect** – we see and hear others and respond with kindness

**Joy** – we enjoy our work and bring joy to others

**Quality** – we are good at what we do and our work is valued

**Growth** – we are always learning, developing, and progressing forward

**Compassion** – we are gentle and caring with ourselves, our team, our clients and our community

## Employment Details

**Job title:** Occupational Therapist (paediatric)

**Reporting to:** Senior Occupational Therapist/Service Director

**Income:** Salary package + \$2000 CPD and resource budget

**Hours:** Flexible

Little Rockets OT is outcome focused, providing employees the flexibility to design their workday to best suit the needs of their own wellbeing and that of their family.

**Location:** Home-based office + travel required. Little Rockets is currently a mobile clinic with plans to secure a clinic space in Eltham.

### Expected Outcomes:

**Contact time:** A minimum of 16 billable sessions per week (FTE), this includes individual therapy sessions, group programs, education sessions and support for community settings (e.g. schools and childcare).

**Project development:** Innovation and design of an intervention with the focus of increasing access to therapeutic supports for children and families within the local community. Frequency of project output is dependent on the scope of the project. Expected average of 5 hours per week dedicated to project development.

**Supported Reflective Practice** (supervision) is provided. Frequency dependent on experience.

**Weekly 'Connect & Reflect' meeting** with the Senior Occupational Therapist to discuss operational goals, performance progress and project development.

**Administration:** Little Rockets aims to reduce the amount of non-client related administration tasks as much as possible to provide more time for development, planning and responding to clients. Our administration support worker and practice management systems will:

- Manage all client on-boarding and invoicing
- Send case notes
- Complete CDM/EPC GP letters
- Add all relevant written client communication and information to their file
- Manage NDIS details, including flagging when reports are due
- Book appointments and follow up missed appointments

## Responsibilities and Expected Work Standards

**Responsibility 1 – Provision of Occupational Therapy.** The therapist must deliver evidence-based and goal-directed therapy supports to children from birth up to 12 years of age and their families.

- Collaborate with children, families and the wider care-team in a respectful and compassionate manner that facilitates success and goal achievement

- Apply clinical reasoning and professional judgement, including being able to clearly articulate these to parents and other allied health professionals
- Support children and/or families to set clear, functional goals that will enhance their participation in everyday activities
- Provide capacity building supports including:
  - individual therapy sessions at home or school/kinder/child-care
  - group interventions and programs
  - facilitating care team meetings, including participation in ILP/IEP/SSG meetings
  - providing parent coaching or teacher/educator coaching sessions
  - providing education/information sessions to schools, kinders and other settings

These commitments include:

- preparing for the session
  - delivering the intervention/information
  - developing resources and programs as needed
  - writing up case notes, letters and supporting documents as required that will be distributed to relevant parties
  - evaluation and reflection, including consulting with others and providing support as needed
- Assessment of motor skills, sensory processing, and occupational performance using the following:
    - BOT-2
    - MFUN
    - Developmental Coordination Disorder Questionnaire (DCDQ'07 and the Little DCDQ)
    - Sensory Profile 2
    - Beery VMI
    - McMaster Handwriting Protocol
    - COPM

Work standard: The therapist will deliver a minimum of 16 capacity building supports per week. Intervention will be reviewed with the families at the end of each school term to determine effectiveness and progress towards goal attainment using the Canadian Occupational Performance Measure (COPM) or other form of evaluation. Assessments will be completed to ensure integrity of the assessment at review/follow up. Resources developed to support intervention will be to a high standard and will be shared with other Little Rockets OT team members. Attendance at regular Supported Reflective Practice (supervision) to review interventions and progress.

**Responsibility 2 – Communication with care-team members.** The therapist must communicate with the client, family, team members and members of the care team in a professional, respectful and timely manner that is clear and concise. This includes:

- liaising with parents and guardians, medical and allied health professionals, teachers and education support staff and any other members of the child’s care-team
- communicating via multiple avenues such as (but not limited to) verbal communication in person or via the phone, written communication via emails, text messages, written reports and/or letters
- supporting families to access NDIS funding and provide plan review reports that clearly outline the goals, outcomes, and outline/provide clear justification for continuing capacity building supports as needed
- participating in peer supervision, professional development sessions and personal performance reflections with a mind to support personal growth and the growth of the team
- demonstrating honesty, integrity and respect for self and others through providing feedback or raising concerns in an objective and prompt fashion

Work standard: The therapist will complete all written forms of communication within the allotted timeframe. Session notes are to be completed within 1 day of the session. Written reports, letters etc are to be completed within 2 weeks of their request (excepting NDIS review reports). All written communication is to be completed with a high-standard, including relevant details and observations. All written assessment reports, letters and NDIS reports will be completed using the Little Rockets OT templates provided.

Verbal communications with clients and care team members will be noted and dated. All communication relevant to the client will be added to the client’s electronic file by yourself or the admin support staff. The therapist is responsible for alerting the admin support staff to any communication that needs to be filed.

All communication must be clear and easy to understand for all members of the care team. Use of Supported Reflective Practice session to review communication. Review by the Senior Occupational Therapist in weekly/fortnightly Connect & Reflect meetings.

**Responsibility 3 – Time management.** The therapist is provided with the flexibility of organising their working hours and days across the week. This includes

- travel time
- time for case notes
- resource development and planning for sessions
- report writing
- emails and phone calls
- project development
- weekly meetings

Work standard: The therapist must meet the expected requirement of providing a minimum of 16 billable capacity building sessions per week, an average of 5 hours for project development and 1 hour for Support Reflective Practice or Connect & Reflect meetings with the Senior Occupational Therapist. This will be reviewed in regular Connect & Reflect sessions with the Senior Occupational Therapist.

**Responsibility 4 – Project development.** The therapist will work independently and/or collaborate with other clinicians to develop new ways of supporting more children, families and educational settings in the local community. This can include (but is not limited to):

- group programs
- intervention resources (including books, games, worksheets)
- community events

The therapist will liaise and develop relationships with key stakeholders (e.g. educational settings, councils, maternal and child health centres, community groups etc) to meet identified needs within the community or organisation. Little Rockets has a focus on sustainable projects that can be scaled up or repeated as needed. The therapist will collaborate as required with other team members to complete the project and will be responsible for implementing the project and evaluating outcomes. The therapist will develop evaluation tools to determine the effectiveness of the project.

Work standard: The therapist must work towards the goal of implementing 2 projects per calendar year. All project resources will be of a high standard will be shared and added to the collection available to all Little Rockets clinicians. Projects will be developed and/or facilitated with other clinicians as needed. All projects will be evaluated and reviewed in collaboration with key stakeholders. All resources associated with the project will be developed to a professional standard, as reviewed by the Senior Occupational Therapist.

## Professional Qualifications

### Essential qualifications and requirements

- Bachelor or Masters of Occupational Therapy
- Current registration as an Occupational Therapist with AHPRA
- Working With Children's Check and National Police Record Check
- Driver's license and own vehicle

### Desirable qualifications

- Mental Health OT registration/recognition with OTAus (formerly Medicare BAMH)
- Certified CO-OP therapist or experience with the CO-OP/Global-Problem Solving strategy is desired
- Current registration with OT Australia

### **Essential experience**

- Experience working with children, either delivering OT services or in another work-related capacity
- Experience working with people with ASD, ADHD, Specific Learning Disorders, sensory processing differences and developmental delays (e.g. GDD, DCD)

### **Desirable experience**

- Experience supporting families with NDIS funding
- Experience managing your own appointment diary and scheduling appointments
- Experience working in schools, kindergartens and/or childcare settings
- Experience liaising with other medical or allied health professionals

## **Personal Specifications**

### **Essential qualities or behaviours**

- Be engaging and able to build a rapport with children
- Kind, professional and open manner with others
- Strong work ethic and ability to use your initiative
- Ability to work both independently and as part of a team
- Effective time management and prioritisation skills
- High standard of written, verbal and interpersonal communication
- Reliable and committed to providing a high quality of service to clients
- Ability to resolve conflict and respond to complaints and feedback in a respectful, open-minded and professional manner

## **Compliance**

Little Rockets Occupational Therapy has policies and procedures that protect their clients and employees. These are founded in the following Acts, standards and practice guides:

- Victorian Child Wellbeing and Safety Act (2005)
- Child Safe Standards (Vic Dep Ed)
- Victorian Health Records Act (2001)
- OT Guide to Good Practice Working with Children (OT Aus)
- Occupational Health and Safety Act (2011)
- Fair Work Act (2009)