



Gidgee Healing

POSITION DESCRIPTION: Occupational Therapist

Position Details:

Position Title:	Occupational Therapist
Employment Status:	Full time
Salary Range:	Pending qualification and years of experience \$75,000 - \$95,000, 5 weeks annual leave (17.5% leave loading), superannuation, 2 return flights to value of \$1800, \$5,200 professional development allowance, retention incentive, salary packaging available
Reports to:	Allied Health Manager
Positions supervised:	Assist with supervision AHA
Location:	Mount Isa – will require some travel to other remote communities across the North West and Lower Gulf of Carpentaria region

About Gidgee Healing:

Gidgee Healing ('Gidgee') is an Aboriginal Community Controlled Health Service, with our strategic direction determined by a Board of Directors comprising Aboriginal people from across the region, as well as two skills-based Directors. Gidgee's organisational mission and vision statements demonstrate a commitment to providing holistic and culturally appropriate health services, underpinned by a philosophy of community participation, and a with a strong focus on care coordination.

Gidgee is the only Aboriginal Community Controlled Health Service representing the health needs of the Aboriginal people residing in the Mt Isa, North West and Lower Gulf regions of Queensland, with the primary aim of supporting Aboriginal communities' own solutions to living long healthy lives; strengthening our culture; and regaining our spirit. Gidgee's service footprint is now the largest single Aboriginal Community Controlled Health Service provider land area in Queensland, spanning approximately 640,000 km² and including some 11,000 Indigenous persons. Our service area comprises 20 Native Title group land areas; 12 Local Governments Areas; the two Queensland State seats of Mount Isa and Gregory; and two House of Representative Divisions, Kennedy and Maranoa. It also includes two Hospital and Health Service regions (Central West and North West) and shares its boundary with the Western Queensland Primary Health Network (WQPHN).



Gidgee provides a broad range of primary health care services to Aboriginal and Torres Strait Islander people across the region; including GPs, Nursing; Aboriginal Health Workers/Aboriginal Health Practitioners; Allied Health professionals; Maternal and Child Health; and visiting Medical Specialists. Gidgee also provides a range of family-focused Mental Health and Wellbeing services, as the lead agent for both headspace Mt Isa and the Normanton Recovery and Community Wellbeing Service. Gidgee is currently experiencing a period of very strong organisational growth; expanding the scope and frequency of the services it provides across the Mt Isa and Lower Gulf regions. A significant proportion of the Primary Health Care and Maternal and Child Health Services historically provided by mainstream providers across the region are now transitioning to a community-controlled model of care to be delivered by Gidgee Healing.

Position Summary:

The Occupational Therapist reports to the Allied Health Manager and is part of the Health Services team.

The position is responsible for working in conjunction with a small multi-disciplinary Primary Health Care team in the delivery of culturally appropriate Occupational Therapy to the Aboriginal and Torres Strait Islander community, including paediatrics, school-based programs, chronic disease self-management and rehabilitation.

The role will entail outreach service delivery from clinic-based and community-based settings, both in Mount Isa and outreach to the communities of Mornington Island, Doomadgee, Burketown, Normanton and Karumba.

The scope of this position includes clinical and administration.

Duty Statement:

1.0 Provision of Clinical Care

Key Activities / Performance Indicators	Deliverables/Targets
Provide high quality Occupational Therapy assessment and intervention for clients within the context of Primary Health Care in a professional, confidential and culturally safe manner, in keeping with evidence based and best practice standards. This will involve clinic-based appointments, school-based programs and home visits and may include home modifications, equipment prescription, post discharge stroke rehabilitation, basic hand therapy, chronic disease management and lymphedema management for adults; developmental assessment, observation and intervention for children demonstrating varying abilities and of varying ages (may include children with diagnosis of genetic or congenital conditions, ASD, FASD, and ADHD). Experience working within the NDIS context is desirable (ECEI and therapeutic support);	



Ensure integrated service delivery and follow up, coordinating and communicating as required with other relevant internal, visiting, and external providers;	
Provide follow-up monitoring and care as directed through health assessments and / or GPMP / TCAs;	
Deliver education sessions to clients participating in health education programs and in-service education in areas relevant to Occupational Therapy service provision as required;	
Incorporate a holistic approach to health care that incorporates health promotion activities according to community and organisational priorities;	
Ensure information is recorded accurately and in a timely manner in the electronic health record system, and that records are maintained in accordance with AGPAL standards;	
Ensure maintenance of privacy and confidentiality in relation to client information;	
Work closely with the local community teams and clinic practice managers to support regular tracking of progress in monitoring client progress and care, ensuring feedback is provided to staff and supporting implementation of changes in response to identified gaps;	
Work closely with reception staff to ensure that booking and billing of clients is completed efficiently and accurately;	
Actively maintain knowledge of the application of the MBS relevant to your job role and ensure information about completed MBS items is effectively captured for accurate processing of claims.	

2.0 Data Administration

Key Activities / Performance Indicators	Deliverables/Targets
Maximise Medicare billings / claims through effective and timely clinic and patient records processes;	
Maintain accurate client records, including the collection and collation of statistical information in order to forecast demand for services and allocation of budgets;	
Provide periodic performance and evaluation reports to the Clinical Leader Allied Health as required.	

3.0 Self-Management and Team Contribution

Key Activities / Performance Indicators	Deliverables/Targets
Maintain confidentiality in line with Code of Conduct and comply with all Gidgee Healing Policies and Procedures;	



Work effectively as part of a multi-disciplinary team including GPs, Aboriginal Health Workers and Allied Health staff within an evolving organisational environment;	
Provide supervision and support as appropriate to less experienced staff, Aboriginal Health Workers, Allied Health Assistant and students and provide in-service education in areas relevant to Occupational Therapy service provision as required;	
Provide input into the development of clinical practices, procedures and protocols within the work area;	
Participate in quality and service improvement activities to continually improve client care.	
Comply with all professional development requirements for maintenance of registration with AHPRA;	
Participate in scheduled performance appraisals; undertake further training and skills development identified for optimum ongoing performance in the job role;	
Actively participate in professional development including continuing education opportunities provided through the organisation and regular clinical and cultural supervision;	
Work within a legal and ethical framework streamline procedures for seamless client care within Gidgee Healing and with external providers;	
As an employee, work in a healthy and safe manner and encourage others to do the same; comply with all warning and safety signage; report or rectify any unsafe conditions; adhere to Gidgee Healing's Workplace Health and Safety policies and procedures.	

4.0 Foster Linkages

Key Activities / Performance Indicators	Deliverables/Targets
Work to foster productive relationships with all clinic, program and support staff.	
Work to foster productive working relationships with relevant government departments, hospitals, key providers and other specialist providers including network with occupational therapy services and other practitioners within the region.	

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice



Selection Criteria:

- A comprehensive understanding of the health issues impacting the lives of Aboriginal and Torres Strait Islander people and a strong commitment to improving health outcomes
- Demonstrated understanding and commitment to the philosophy and practice of an Aboriginal Community Controlled Health Service and the ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people
- Demonstrated skill working within a primary health care setting in remote locations, in particular the ability to work as part of a multidisciplinary team in a remote setting with a sound understanding of your scope of practice as an Occupational Therapist in this context
- Demonstrated ability to work with high level of independence and minimal supervision and/ or in as a sole professional in this environment
- Demonstrated ability to provide high quality occupational therapy assessment and intervention for clients within the context of Primary Health Care in a professional, confidential and culturally safe manner
- Demonstrated ability to engage in supervision of students at undergraduate levels, Allied Health Assistants and less experienced staff in Indigenous primary health care contexts
- Demonstrated effective high level verbal and written skills with particular emphasis on interpersonal communication skills (with clients and colleagues), establishing trust and rapport, maintaining confidentiality and accurate and timely record keeping
- Demonstrated competence in use of information technology, internet and desktop applications; e.g. electronic client record systems, Outlook, Word, Excel and database packages

Practical Requirements

- Current C Class Drivers Licence (QLD) – essential
- Satisfactory police check – no serious Criminal/Court record
- Current Blue Card (working with children and young people) or willingness to apply for a Blue Card
- Willingness to work flexible hours as required, including the requirement to travel, work and stay overnight for up to several days at a time in remote areas.
- Willingness to travel by road and small planes

Qualifications / Experience:

- The successful applicant must hold at least a tertiary degree (or equivalent qualification) in Occupational Therapy and current registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHRPA) as an Occupational Therapist
- Demonstrated ability to comply with the profession's code of ethics and function in accordance with legislation affecting occupational therapy practice for maintenance of registration with the Occupational Therapy Board of Australia
- Experience in providing assessment, intervention and case management to Aboriginal and Torres Strait Islander people is highly desirable



Gidgee
Healing

Endorsement and Approval

Position description approved by Chief Executive Officer:

Signature:

Date:

Position description approved by Director Health Services:

Signature:

Date:

Position description read and agreed to by the Employee:

Name: (please print)

Signature

Date: