



## Job Description

Date	December 2018
Position Title	Therapist (Occupational Therapist)
Reports to:	General Manager
Positions reporting to:	Nil
Functional Relationships	Children experiencing disability Parents / Families Therapists Other community agencies Paediatric services

### OUR VISION IS:

Children experiencing disability can reach for the stars, while being included and valued in our community.

### OUR MISSION STATEMENT IS:

Working in the community to provide a coordinated developmental service for young children experiencing disability and their families.

### OUR PURPOSE IS:

To actively partner with children experiencing disability and their families to support them in exploring what a life of value means for them and the ways they might achieve it.

### OUR ENDS / OUTCOMES ARE:

that children experiencing disability and their parents:

- > will be strengthened to pursue ordinary life experiences
- 
- > will determine the direction of their lives
- 
- > will have the impact on their lives from experiencing disability reduced
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- > will have a vision of their own future
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- > will be supported in attaining what is important for their future
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- > will receive culturally responsive services
- 
- > will have the knowledge and skills to transition smoothly into the teenage years
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## COMPETENCIES

Key Responsibilities	Performance Standards
<b>Therapy Services (Occupational Therapist) Delivery</b>	<ul style="list-style-type: none"> <li>&gt; Demonstrates Therapeutic Services that are relevant and within agreed time deliverables to the child experiencing disability and their Family</li> <li>&gt; Assessment of children in the most appropriate environment using appropriate assessment tools / procedures and working within a multidisciplinary team.</li> <li>&gt; Can demonstrate and support the parent and their identified support relationships to deliver home based therapeutic programmes</li> </ul>
<b>Reporting, documentation and administration</b>	<ul style="list-style-type: none"> <li>&gt; Undertakes reporting, documentation and administrative responsibilities as required.</li> <li>&gt; Prepares reports and written assessments that are accurate and on-time.</li> <li>&gt; Effectively uses technology; captures necessary data as defined by TWK.</li> </ul>
<b>Resources and Linkages</b>	<ul style="list-style-type: none"> <li>&gt; Works with families to identify resource needs and obtains child and family resources in support of the family's vision and plan</li> </ul>

## CORE COMPETENCIES

Competency	Definition
<b>Organisation Vision, Mission, Purpose, Models and Documents that inform our service</b>	<ul style="list-style-type: none"> <li>&gt; Demonstrates a working knowledge and commitment to the vision, mission and purpose of Te Whanau Kotahi</li> <li>&gt; Demonstrates a deep understanding and an ability to work in accordance to the models and Documents that inform the service.</li> </ul>

<b>Diversity sensitivity</b>	<ul style="list-style-type: none"> <li>&gt; Understanding of cultural sensitivity and responsiveness to Maori considering the principles of the Treaty of Waitangi; and pacific peoples and other cultures; dealing with people from a range of diverse backgrounds.</li> </ul>
<b>Teamwork and Culture</b>	<ul style="list-style-type: none"> <li>&gt; Ability to build a constructive and affirmative team culture</li> <li>&gt; Actively uses organisational reporting requirements</li> <li>&gt; Negotiates and contributes to agreed time deliverables in intra-team services</li> <li>&gt; Shares knowledge and information and contributes to professional team meetings.</li> <li>&gt; Supports all members of the team to contribute.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>&gt; Demonstrates effectively (e.g. verbally, in writing, when listening, using non-verbal communication, and using disability specific methods) with a wide range of people both internally and externally.</li> <li>&gt; Pronounces Maori names and words correctly and asks when unsure.</li> <li>&gt; Demonstrates a responsive, appreciative and open communication style in all interactions</li> <li>&gt; Provides specific feedback when required</li> </ul>
<b>Relationships with children experiencing disability and their parents</b>	<ul style="list-style-type: none"> <li>&gt; Demonstrates an in-depth knowledge and understanding of children experiencing disability and their families.</li> <li>&gt; Demonstrates professional competence in supporting families of children experiencing disability in understanding and appreciating their needs and expectations "as spoken" by the families, and effectively assists with problem-solving and decision-making.</li> <li>&gt; Able to effectively and responsively manage sensitive and serious matters, respecting and appreciating diversity and confidentiality</li> </ul>
<b>Negotiating service expectations</b>	<ul style="list-style-type: none"> <li>&gt; Understands scope of service offerings and can negotiate within boundaries</li> <li>&gt; Negotiates and agrees clear expectations of children and families</li> <li>&gt; Seeks and provides feedback to children experiencing disability and families in regard to their contribution</li> </ul>

<b>Supports and affirms parents and families' learning</b>	<ul style="list-style-type: none"> <li>&gt; Supports and values children's and families' learning wherever possible.</li> <li>&gt; Facilitates opportunities between parents to share learnings with children and parents.</li> <li>&gt; Works developmentally with children experiencing disability and families to grow and expand capability and capacity to pursue an ordinary life.</li> </ul>
<b>Personal and Professional Accountability</b>	<ul style="list-style-type: none"> <li>&gt; Maintains a professional code of ethics relevant to their discipline</li> <li>&gt; Meets all relevant legislative and quality standards, policies &amp; procedures to the role.</li> <li>&gt; Fulfils the requirements of Te Whanau Kotahi's risk management policies and procedures.</li> </ul>
<b>Initiative &amp; Problem Solving:</b>	<ul style="list-style-type: none"> <li>&gt; Demonstrates appropriate levels of initiative by thinking outside the box and providing appropriate suggestions or implementing changes as appropriate to job level.</li> </ul>

## RELEVANT TRAINING AND EXPERIENCE

<b>Qualifications</b>	<b>Definition</b>
Occupational Therapy degree or diploma	> Degree or diploma in one of the therapy specialties.
	> Registration with NZ based Association
	> Current Practising Certificate
	> Current driver's licence
	> Accredited Assessor credentialed in the areas of housing and wheeled mobility / postural management
<b>Desirable Experience, skills and qualities</b>	<b>Definition</b>
Occupational Therapist	> 4-5 years post-graduate Occupational Therapist. Preferable paediatric experience.
	> Demonstrates knowledge and skills equivalent to discipline in line with stated qualification and/or experience.
	> Meets professional code of ethics where appropriate.
	> Participates in professional supervision as required

Working with Children and their Families	> Ability to work in partnership with children experiencing disability and their families
Multi-disciplinary team.	> Ability to work within a multi-disciplinary collaborative team

**AGREED BY:**

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\_\_\_\_\_ (Job Holder's signature)

\_\_\_\_\_ (General Manager's signature)

\_\_\_\_\_ Date

*This job description is intended to outline the principal duties and responsibilities of this role. However, this in no way limits the requirement to act at all times to support Te Whanau Kotahi. As such the incumbent may be required to take on tasks outside of the scope of this role.*