

**Position Description**  
**Occupational Therapist – Disability Employment Services (DES)**

**KARINGAL MISSION**

*To provide quality services that improve the lives of individuals*

**Karingal Inc** is a not-for-profit community organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan and Regional areas throughout Victoria.

**BRANCH DESCRIPTION**

**MatchWorks** provides a range of employment and related services to job seekers from 19 sites across Barwon, South Western, North West, Western Metropolitan and Hampden regions. These services include programs from Job Services Australia and Disability Employment Services (DES).

**DIVISION DESCRIPTION**

**Disability Employment Service (DES) provides Disability Management Services and Employment Support Services. These services** support people with a disability, illness or injury who are trying to return to open employment. Both DEN and VRS assist jobseekers in finding ongoing employment and supporting them in that employment until they are independent.

**Position Specifics**

<b>Position objective:</b>	To provide high quality services in Occupational Therapy to client's and staff of MatchWorks DEN/VRS (and wider other Karingal branches as required) and to be actively involved in the improvement of the safety and quality of that service.
<b>Reports To:</b>	Regional/Operations Managers - MatchWorks DEN/VRS (Position will also be under the direction of Karingal Corporate Services and Community Living programs as required).
<b>Branch:</b>	MatchWorks
<b>Division:</b>	Disability Employment Service (DES)
<b>Primary Location:</b>	Role requires travel across the MatchWorks circuit- primary location is consequently flexible and negotiable.
<b>Employment status (F/T, P/T):</b>	Full Time
<b>Probation:</b>	All positions are offered with a 6 month probationary period.
<b>Classification &amp; conditions:</b>	Common Law Contract
<b>Remuneration:</b>	Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes access to salary packaging provisions. Superannuation is paid at 9%

**Position Responsibilities & Duties**

**General**

- Work collaboratively with Management and operational teams to identify and implement actions required to enhance organisational compliance and continuous improvement of Occupational Health and Safety policies and procedures
- Develop and implement effective and efficient systems/procedures that enhance Karingal's proactivity/responsiveness to Occupational Health and Safety
- Contribute to the development, delivery and review of staff training in Occupational Health and Safety

- Development and maintenance of effective working relationships with relevant individuals, Karingal branches and external organisations
- Achieve consistent occupational therapy practice across Karingal Inc. Program Services
- Flexibility to work across the broad range of Karingal and MatchWorks sites and localities with a demonstrated sensitivity to diverse clientel
- Display high level of personal integrity
- Efficient and appropriate management of people and resources to achieve sustainable and desired outcomes
- Decision making skills
- Establishment and maintenance of effective and respectful relationships with clients, carers, peers and other agencies

**Position Specific**

- Provision of high quality Occupational Therapy services, assessments and training to MatchWorks DEN/VRS clients and staff (and wider Karingal Branches as required)
- Provision of assessment of client functional capabilities
- Provision of Occupational Health and Safety workplace assessment undertaken in a range of settings with varying client and staff groups
- Development of individualised or group rehabilitation programs and investigation of the range of service and equipment options available
- Evaluation of the effectiveness of rehabilitation interventions and therapies
- Active engagement of other staff in professional development activities regarding approaches and strategies of occupational therapies
- Assistance with Karingal Return to Work planning needs
- Development and maintenance of effective working relationships with relevant individuals and organisations

**Documentation**

- Production of high quality and timely occupational therapy assessment reports
- Review, update and maintain Karingal Occupational Therapy and Occupational Health and Safety systems including policies, procedures, plans and work instructions.

**Information**

- Collate and disseminate resource information in relation to Occupational Therapies
- Facilitate a continuous learning environment across Karingal Inc Program Services
- Assist in developing and maintaining systems that facilitate effective monitoring and decision making

**Professional Development**

- Development and maintenance of effective working relationships with relevant individuals, Karingal branches and external organisations
- Maintain personal knowledge and professional development activities to support the role
- Membership of relevant industry groups

**Other duties as directed by manager or supervisor**

**Measurable Results & Outcomes**

- Successful and timely completion of occupational therapy assessments, workplace assessments, return to work plans and rehabilitation counselling to job seekers
- Successfully conducting workplace assessments and implementing/evaluating plans
- Successfully conducting manual handling assessments- including those conducted in homes of clients with range of physical, cognitive and neurological disabilities and conditions
- Ongoing maintenance and training in Karingal's Occupational Health and Safety plans and programs to staff and clients
- Successfully building effective and respectful relationships with clients, carers, peers and other agencies
- Successful development and ongoing evaluation and maintenance of Occupational Therapy practices across Karingal Inc. Program Services

<b>Key Selection Criteria &amp; Skills/Attributes</b>			
<b>Essential:</b>	<ul style="list-style-type: none"> <li>▪ Degree in Applied Science (Occupational Therapy) or equivalent</li> <li>▪ Eligible for membership of OT Australia</li> <li>▪ Experience in Occupational Health and Safety assessment and training</li> <li>▪ Knowledge, ability and experience in the provision of occupational therapy services in a range of settings</li> <li>▪ Highly developed interpersonal skills</li> <li>▪ Proven ability to prioritise and meet deadlines</li> <li>▪ Highly developed organisational and problem solving skills with an ability to work autonomously</li> <li>▪ High level of oral and written communication skills</li> <li>▪ Demonstrated ability to work as part of a multidisciplinary team</li> <li>▪ Flexible working hours that allow for out of hours contact with staff/clients as required, including travel across MatchWorks operating regions</li> <li>▪ A current Victorian drivers licence</li> <li>▪ Successful completion of Police Check</li> </ul>		
<b>Desirable:</b>	<ul style="list-style-type: none"> <li>▪ Certificate IV in Workplace Assessment and Training</li> <li>▪ Demonstrated ability to interpret and apply legislation and awards</li> <li>▪ Experience in the disability field and an understanding of the issues experienced by people with disabilities</li> <li>▪ Proficiency in using Microsoft Word and Excel software programs</li> </ul>		
<b>Application Details</b>			
<b>Application instructions:</b>	<p>Please send applications including cover letter and current resume to Karingal via email or post as below.</p> <p>Late applications will not be accepted.</p>		
<b>Email:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><a href="mailto:workwithus@matchworks.com.au">workwithus@matchworks.com.au</a></td> <td style="width: 50%; padding: 5px;"><b>Postal address:</b></td> </tr> </table>	<a href="mailto:workwithus@matchworks.com.au">workwithus@matchworks.com.au</a>	<b>Postal address:</b>
<a href="mailto:workwithus@matchworks.com.au">workwithus@matchworks.com.au</a>	<b>Postal address:</b>		
<b>Contact person:</b>	<p>Colin Entwistle Regional Manager MatchWorks DES P: (03) 5229-8733</p>		
<b>Closing date:</b>			
<p><b><i>“Karingal is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds”.</i></b></p>			

Please visit our website for more information: [www.karingal.org.au](http://www.karingal.org.au)