

## POSITION DESCRIPTION

<b>Role:</b>	<b>Allied Health Professional</b> <ul style="list-style-type: none"> <li>• <b>Speech Pathologist</b></li> <li>• <b>Occupational Therapist</b></li> <li>• <b>Physiotherapist</b></li> </ul>
<b>Banding:</b>	AHP Step 1-6
<b>Department</b>	Clinical Services
<b>Business Unit:</b>	Therapy Services
<b>Reporting To:</b>	Clinical Operations Manager
<b>Position(s) Under Direct Supervision:</b>	Nil

### PURPOSE

Creating inclusive communities for people of all abilities

### VISION

To understand connect, and partner with the community to enable customers to achieve their aspirations.

### VALUES

**Providing excellent customer service**

We aspire to being the best and want customers to feel satisfied they are receiving the highest quality support to meet their individual needs.

**Looking for better ways**

We review our performance and look for ways to improve.

**Working together**

We understand that underpinning our success is our ability and willingness to work together.

**Being professional & accountable**

We model professional standards appropriate to our role, whilst demonstrating respect and courtesy in our treatment of others.

## 1. PURPOSE

To work collaboratively with customers, families/carers, and stakeholders to enhance participation and independence. To provide therapy services to customers and coordinate service planning for allocated customers

## 2. EXPERIENCE & SKILLS

- Knowledge of intervention techniques and assistive technologies for chosen discipline
- Knowledge of manual handling techniques (if required for the role)
- Experience in building successful working relationships with customers, families, carers, and stakeholders.
- Experience providing contemporary therapy services that are within a multidisciplinary team framework to enhance participation in the community.
- Utilise best practice and person-centered care to ensure high quality services are provided to customers.
- Ensure services are coordinated efficiently and effectively to meet customers' goals and key performance indicators (including billable time).
- Ensure that your skills are maintained and improved upon by participating in performance management and professional development opportunities.

### Desirable

- Experience in providing therapy services to people with disabilities in a community setting or therapy hubs.
- Experience working within a multidisciplinary team.
- Understanding of person/family centered planning principles.
- Knowledge of Disability Service Standards and NDIS requirements within an Allied Health setting.

## 3. QUALIFICATIONS & CERTIFICATIONS

- Recognized professional qualification in their allied health discipline
- Appropriate registration/membership of professional bodies (AHPRA or full membership of Speech Pathology Australia)
- Eligible to obtain a Medicare Provider Numbers
- NDIS Workers Screening
- Department of Education Clearance (not older than 3 months)
- Proof of influenza vaccine or willingness to obtain
- Proof of COVID-19 vaccinations or willingness to obtain
- Current WA Driver's license
- Current Working with Children Check
- Current first aid certificates
- Current HLTAID009 Provide CPR certificate (renewed yearly)

## 4. KEY RESULT AREAS

### Customer Service

- Effective relationships are developed with peers and colleagues, including relevant external agencies.

- All communications with stakeholders are appropriate by also being culturally respectful and linguistically diverse.
- Ensure to promote the services Rocky Bay provides and that all work carried out aligns with the Rocky Bay values and code of conduct.
- Ensure the reputation of Rocky Bay is held in high esteem by enhancing the quality of Therapy Services to meet the needs and goals of the Clinical Services Division to provide the best possible service to people living with a disability.

### **Administration**

- Ensure all relevant administration tasks relating to the role are completed in a timely, proficient, and accurate manner, including any employee self service administration.
- Ensure that all clinical engagements are properly documented to ensure correct reporting of billable hours and KPI's.

### **Teamwork and Contribution**

- Function as a role model by consistently following Rocky Bay values and professional behaviour.
- Contribute to positive team culture by actively engaging with team members.
- Identify ways to improve administrative processes and tasks to improve efficiencies and reduce administrative burden.
- Work constructively and cooperatively with managers, peers, and colleagues.
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.

### **Financial Management**

- Maintain operations by supporting growth.
- Ensure accurate records are kept.

### **Governance**

- Ensure compliance with all relevant legislation, standards, and regulations to minimise risk and enhance Rocky Bay brand reputation.
- Ensure compliance with organisational data management requirements so that security and integrity of all customer data is upheld.
- Ensure the delegation of authority matrix is always followed.

### **Work, Health & Safety & Risk Management**

- Create a safe work environment for self and colleagues by reporting any concerns that may compromise Rocky Bay's duty of care.
- Perform duties in accordance with WHS policies, procedures, and guidelines.
- Follow safe and appropriate operation of equipment and vehicles.
- Report any concerns that may compromise Rocky Bay's duty of care.

#### **4. AGILITY STATEMENT**

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job and may be subject to change. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time as necessitated by business needs.