

# Role Description

<b>Role:</b>	Occupational Therapist
<b>Reports to:</b>	Manager, Programmes and Rehabilitative Services
<b>Parameters of Role:</b>	This position is a full time position (40 hours per week)
<b>Location:</b>	Laura Fergusson Trust
<b>Staff responsibility:</b>	None
<b>Effective date:</b>	15 October 2020

## Mission, Vision and Values

**Our Mission:** The Laura Fergusson Trust provides opportunities for people with disabilities to pursue a supported and independent lifestyle.

**Our Vision:** Building on our abilities.

**Our Values:** In our work we value people, innovation and excellence.

## Background to the Role

The Wellington Laura Fergusson Trust (LFT) provides residential and community, rehabilitative and recreational services to individuals with disabilities.

LFT prides itself on providing a comfortable, accessible, well-maintained residential facility and grounds, in a homelike environment.

LFT Staff are expected to support our residents/clients to build on their abilities so they are able to live a life that is as independent as possible.

## Purpose of the Position

1. To provide competent, efficient and effective services through appropriate assessment, planning and intervention that enhances and achieves the optimum wellbeing and independence of clients.
2. To work independently and in collaboration with other allied health professionals and members
3. Contribute to workforce development from a best practice and training perspective.
4. Actively participate in quality improvement, risk management and resource utilisation in accordance with LFT policies and processes
5. Ensure contractual, legislative and compliance requirements within the scope of the role are met at all times.

## Key Responsibilities and Performance Areas

Primary Duties and Responsibilities	Key Functions
Lead and live the LFTS philosophy, mission, vision and values.	<ul style="list-style-type: none"> <li>• Keep the organisation’s mission, vision and values at the forefront of own decision-making and action</li> <li>• Communicate and model the organisation’s philosophy, mission, vision and values</li> </ul>
Service provision	<ul style="list-style-type: none"> <li>• Appropriate assessments are carried out, goals identified and treatment plans are devised implemented and recorded               <ul style="list-style-type: none"> <li>○ Assessment identifies the focus of occupational therapy input and may also contribute to the wider diagnostic process</li> <li>○ Intervention using occupation as a basis to enable people to achieve their optimal level of performance</li> </ul> </li> <li>• Linking people with relevant community resources that enhance their environment and occupational functioning including provision of appropriate equipment via providers such as Enabler and Accessable</li> <li>• Developing and maintaining therapeutic relationships with the client and their family/whanau/fono. Including educating the client / family / caregiver to enhance, maintain or promote occupational performance</li> <li>• Actively participate in the interdisciplinary team and engage with external professionals and others in order to support the achievement of client goals</li> <li>• Maintaining professional documentation that meets Laura Fergusson policy and procedure and funder specifications</li> </ul>
Independence and Collaboration	<ul style="list-style-type: none"> <li>• Manages own caseload and timeframes to ensure timely goal achievement and sharing of information with members of the wider team</li> <li>• Identifies and demonstrates supportive coaching behavior, developing and supporting staff to enhance client outcomes/goals</li> <li>• Makes appropriate decisions when assigning tasks, delegating activities and providing direction</li> <li>• Develops effective and supportive professional interpersonal relationships with clients, team members and other relevant stakeholders</li> <li>• Shares knowledge, information and expertise with others</li> <li>• Acts as a positive role model for all staff</li> </ul>
Workforce Development	<ul style="list-style-type: none"> <li>• Identify and support staff education and professional development based on knowledge of service needs</li> <li>• Deliver training to staff where qualified and deemed competent to do so</li> <li>• Support the orientation and induction process for new employees</li> </ul>

Quality Improvement	<ul style="list-style-type: none"> <li>• Implement effective, efficient and safe clinical practice in accordance with LFT policies and funder specifications</li> <li>• Participate in LFT audit plan as appropriate and ensure improvement actions are completed in a timely manner</li> <li>• Understand and apply LFT risk matrix and support staff to understand risks and how to manage them</li> </ul>
Continuous Quality Improvement	<ul style="list-style-type: none"> <li>• Practice within LFTs service delivery framework, policies and procedures and participates in quality improvement activities individually and in teams</li> <li>• Reflect on practice and seek to improve to continually deliver excellent quality services by setting high standards of performance of self and others, assuming responsibility and accountability for the successful completion of assignments, duties and /or tasks</li> <li>• Demonstrate a high level of self-awareness and reflection as an example to others</li> </ul>
Maintain workplace health and safety and ensure all regulatory requirements are met	<ul style="list-style-type: none"> <li>• Comply with health and safety policies and procedures to maintain a safe workplace and report all incidents, adverse events, accidents and near misses in a timely fashion</li> <li>• Role model health and safety standards and practices</li> <li>• Recognise and manage health and safety risks to provide care that best meets the needs and interests of residents, staff and visitors to LFT</li> </ul>
Personal Development	<ul style="list-style-type: none"> <li>• Perform the duties and responsibilities of the role according to established standards and demonstrate and maintain the competencies required for the role</li> <li>• Actively participate in training and other activities, maintain and improve competence and be committed to identify and pursue opportunities for acquiring new knowledge and skills</li> <li>• Maintain a high level of professional responsibility and performance</li> </ul>

### Personal Specifications

<b>Qualifications and Requirements</b>	<ul style="list-style-type: none"> <li>• Applicant must have a Bachelor of Health Science in Occupational Therapy, or equivalent, with current registration and experience working within the appropriate area of specialty</li> <li>• Must be a New Zealand citizen or permanent resident or the holder of a valid work visa</li> <li>• Full New Zealand driver's licence, or legally licensed and able to drive in New Zealand</li> <li>• The ability to work effectively with people who may have challenging behaviours and high and complex support needs</li> </ul>
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<b>Competencies (Knowledge, Skills and Experience Required)</b>	<ul style="list-style-type: none"> <li>An ability to engage consumers, whanau, staff and stakeholders, sharing information willingly and using appropriate communication tools</li> <li>The ability to coach and mentor others, to use a strength based approach and a variety of skills to engage people in a wide range of learning activities and situations</li> <li>Has a clear understanding of and ability to deliver to the regulatory framework and legal environment in which we work</li> <li>Exceptional written and oral communication, interpersonal, time management and organisational skills</li> <li>Demonstrates commitment to excellent ethical and professional practices</li> <li>Knowledge of legislation applicable to this role, e.g. the Privacy Act, the Health and Disability Commissioner Act 1994 and the Code of Health and Disability Services Consumers' Rights</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Well organised with a commitment to maintaining appropriate consumer records</li> <li>Sensitive to cultural, health and disability needs</li> <li>Able to work effectively across multiple teams</li> <li>Flexibility to contribute to wider community operations and activities</li> <li>Positive attitude</li> <li>Flexible and a willingness to embrace change</li> <li>High-levels of personal and professional integrity</li> <li>A reliable performer with an exemplary work attendee record</li> <li>Empathetic and an excellent listener</li> </ul>

**Employment Conditions**

This role is a full time position of 40 hours per week. The incumbent will normally work Monday to Friday inclusive but flexibility in days and hours of work will be required from time to time.

I have read and understood the duties and responsibilities of the position described in this role description.

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

