

## Position Description – Occupational Therapist/ Kaihaumanu Mahi

Position Title:	Occupational Therapist/Kaihaumanu Mahi
Team:	Client Services
Responsible to:	Community Lead
Staff responsibility:	Coaching, mentoring and supervisory responsibilities in discussion with Community Lead

### Who we are

The Laura Fergusson Trust (LFT) is a not for profit charity providing residential, community based, rehabilitation, and respite services for adults with physical or neurological impairments. Our focus is on providing client centred support in a collaborative manner in line with our vision and mission.

The Trust is committed to being responsive to Te Tiriti o Waitangi/Treaty of Waitangi acknowledging the unique place of Tangata Whenua in Aotearoa/New Zealand.

**Our Vision:** Active participation and contribution in all aspects of life - *He whakaohooho aheinga me te mauminamina*

**Our Mission:** We inspire opportunities and belonging - *Te āta whakauruuru me te whakaohaoha i ngā anganga katoa o te ao*

### Our Values:

<b>Empathy/Aroha</b> – we are kind, have a desire to know and understand others	<b>Embracing Diversity/Kanorau Awhitanga</b> – we respect people, value difference and are committed to equity	<b>Courage/Kia Maia</b> – we are prepared to change and lead the way by being the best we can be
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### Purpose

To provide occupational therapy services through assessment, planning and intervention that enhances and achieves the optimum wellbeing and independence of our clients.

### Key responsibilities

Responsibility	Indicators of success
<b>Service Provision</b>	<ul style="list-style-type: none"> <li>Conducts appropriate assessments, including: <i>identifying goals for service provision; devising and delivering intervention and developing and contributing to support/rehab plans</i></li> <li>Assessments identify the focus of occupational therapy input and may also contribute to the wider diagnostic process</li> <li>Conducts interventions using occupation/activity as a basis to enable people to achieve their optimal level of performance capacity</li> <li>Based on assessment provides/prescribes/evaluates appropriate equipment i.e. to support manual handling</li> <li>Develops and maintains therapeutic relationships with the client and their support network, specifically their whanau</li> </ul>

	<ul style="list-style-type: none"> <li>• Provides education and best practice advice to enhance, maintain, or promote independence within the clients functional capacity</li> <li>• Actively participates and contributes to interdisciplinary team (IDT)</li> <li>• Refers to and engages with external professionals/ providers in order to support the achievement of clients goals.</li> <li>• Provides coaching and mentoring of Community Coaches as designated by Community Lead</li> <li>• Maintains documentation that meets LFT policies, procedures and funder specifications</li> </ul>
<b>Independence and Collaboration</b>	<ul style="list-style-type: none"> <li>• Ensures caseload and timeframes are managed to ensure timely goal achievement and sharing of information with members of the wider team</li> <li>• Identifies and demonstrates supportive coaching behaviour, develops and supports staff to enhance clients 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 e.g. case managers</li> </ul>
<b>Support Residential Staff</b>	<ul style="list-style-type: none"> <li>• Supports the admission for new residential clients as required</li> <li>• Provides advice and develops plans for service provision e.g. manual handling plan, behaviour support plans etc</li> </ul>
<b>Workforce Development</b>	<ul style="list-style-type: none"> <li>• Identifies and supports staff education and professional development based on knowledge of service needs</li> <li>• Develops resources and delivers training to staff where qualified and deemed competent to do so</li> <li>• Supports the orientation and induction process for new employees as appropriate</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Implements effective, efficient and safe clinical practice in accordance with LFT policies and funder specifications</li> <li>• Participates in LFT audit plan as appropriate and ensure improvement actions are completed in a timely manner</li> </ul>
<b>Documentation / Record keeping</b>	<ul style="list-style-type: none"> <li>• Maintains systems, processes and electronic files in line with LFT policies and procedures whilst ensuring complete accuracy and confidentiality</li> </ul>
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>• Participates in ongoing risk assessment for clients and own safety while out in the community</li> </ul>
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• Complies with and role models health and safety policies and procedures</li> <li>• Reports health and safety incidents</li> <li>• Contributes to maintaining a safe and healthy environment that best meet the needs and interests of clients, staff and visitors to LFT</li> </ul>

### What behaviours do we expect?

We expect everything that you do at LFT to be guided by our values of **Empathy/Aroha; Embracing Diversity/Kanorau Awhitanga** and **Courage/Kia Maia**. In addition, there are a number of competencies which are essential to performing this role well.

### What is a competency?

A competency is the combination of skills, knowledge, attributes and behaviours than enable you to perform a task or activity successfully.

### Competencies

	Competency	Indicators
Core	<b>Person-centred/ He tangata e arotahi ana</b> - clients are at the heart/centre of everything we do	<ul style="list-style-type: none"> <li>• Ensures a culturally sensitive, proactive approach to supporting clients</li> <li>• Seeks out client information as appropriate - including goals, aspirations, history and experiences</li> <li>• Treats everyone as an individual</li> <li>• Demonstrates professionalism at all times and acts in an honest and ethical manner</li> <li>• Contributes to clients experiencing real choice and control over their lives</li> </ul>
	<b>Teamwork/ Mahi Tahī</b> – work as a team. Value one another	<ul style="list-style-type: none"> <li>• Contributes to a positive team spirit/workplace where everyone feels supported and safe</li> <li>• Shares information, knowledge, equipment, resources etc with others as appropriate</li> <li>• Works cooperatively with own team, other teams and those external to LFT get the job done</li> <li>• Listens to others views respectfully (thinks the best not the worst)</li> <li>• Attends and actively contributes to relevant meetings/committees</li> </ul>
	<b>Communication/ Whakawhiti Korero</b> - share information effectively. Uphold our values	<ul style="list-style-type: none"> <li>• Speaks and writes in a clear and respectful manner and keeps staff and clients culturally safe</li> <li>• Builds rapport and is a good listener (is aware of verbal/non-verbal cues)</li> <li>• Asks for help when things aren't clear</li> <li>• Understands the importance of discretion and confidentiality and understands what can be disclosed and what cannot</li> <li>• Records/inputs information accurately</li> <li>• Complies with LFT's policies and procedures</li> </ul>
Functional	<b>Learning and sharing knowledge/ He akoranga me manaakitanga, matauranga hoki</b> - seek opportunities to grow. Share knowledge with others	<ul style="list-style-type: none"> <li>• Adopts a learning approach in their own work and participates in preserving knowledge</li> <li>• Acknowledges others skill sets and expertise, encourages and contributes to the sharing of knowledge and creates learning opportunities for others</li> <li>• Ensures LFT keeps abreast of relevant developments</li> </ul>
	<b>Resilience/ Manahau</b> – remain calm in tough situations	<ul style="list-style-type: none"> <li>• Remains calm, composed and focused during a crisis or challenging period</li> <li>• Monitors their emotional reactions and is able to always act in a controlled manner</li> <li>• Accepts feedback and learns from it</li> </ul>

		<ul style="list-style-type: none"> <li>Recovers rapidly from setbacks and persists in realising work objectives, even in difficult or adverse circumstances</li> <li>Is not discouraged by challenges and uncertainty</li> <li>Acknowledges emotional and professional limits and seeks help and feedback when necessary</li> <li>Identifies ways to overcome stressful situations which might jeopardise the achievement of client outcomes</li> </ul>
	<b>Supervising and taking leadership/Kia tiroiro me whakaaarahitia</b> - take responsibility for self and demonstrates initiative	<ul style="list-style-type: none"> <li>Remains alert to emerging issues and global trends that might benefit or otherwise impact on individual and teamwork</li> <li>Creates regular opportunities for colleagues to contribute towards enhancing LFT services</li> <li>Provides constructive and supportive feedback to colleagues</li> </ul>
	<b>Knowledge to do their job/ Matauranga mo ou koutou mahi</b> - apply knowledge and keep up-to-date	<ul style="list-style-type: none"> <li>Provides authoritative, technical advice in their area of expertise</li> <li>Carries out peer reviews of work performed by colleagues.</li> <li>Ensures that work adheres to accepted clinical and other nationally accepted professional standards</li> <li>Produces work that is accepted and recognised for its credibility and trustworthiness based on best practice, professional theories and standards</li> <li>Maintains an established network of contacts for general information sharing and to keep abreast of issues</li> <li>Belongs to a professional body and /or attends specialist events, training or webinars</li> </ul>

### Person specifications

<b>Essential</b>
Applicant must have a Bachelor of Occupational Therapy or equivalent, with current registration with Occupational Therapy Board of New Zealand (OTBNZ) plus 2 years' experience
Knowledge of legislation applicable to this role including but not limited to the Privacy Act, the Health and Disability Commissioner Act 1994, and the Code of Health and Disability Services Residents' Rights and relevant health and safety legislation
Demonstrated ability to apply the Code of Health and Disability Services Consumers' Rights in the context of a Community service
Computer literacy in Microsoft Office software including Word and Outlook (email)
Hold a valid work visa
Be able to gain a satisfactory NZ Police vetting check
Full NZ driver's licence or legally licensed to drive in New Zealand

<b>Desirable</b>
Experience in a similar role
Permanent resident or NZ citizen
Understanding of basic Te Reo (including greetings)
Understanding of basic tikanga Maori (practice) and taha Maori (the way)

**Finally**

This position description is a general summary and is not a complete list of tasks and duties. Each individual may be asked to undertake other tasks as reasonably. It is a living document and may change as the organisational needs or clients support needs change.

<b>Name (in block capitals):</b>	
<b>Signature:</b>	
<b>Date:</b>	