

<b>POSITION TITLE:</b>	<b>Occupational Therapist</b>
<b>LOCATION:</b>	The position will be based at MNDAWA offices in Carlisle
<b>RESPONSIBLE TO:</b>	Manager Support Services
<b>Work Type:</b>	Part time (30 hrs per week)

#### ORGANISATIONAL CONTEXT

The Motor Neurone Disease Association of WA (MNDAWA) was established in 1983 to support people living with Motor Neurone Disease and their families and carers. MNDAWA delivers a state-wide not-for-profit service, situated in Carlisle (Perth)

**Our vision:** MNDAWA ensures the highest quality care for West Australians impacted by MND

**Our Mission:** MNDAWA delivers person centred support and specialist care to people affected by MND in WA

**We do this by:**

- Providing information, education and support services (MND Advisory, NDIS Support Coordination, NDIS OT, Respiratory Physiotherapy) to people living with MND and their families in WA.
- Raising awareness of MND and its impact; and
- Supporting efforts to find the cause and a cure for motor neurone disease.

MNDAWA is dedicated to providing the best possible support for people living with motor neurone disease (MND) in WA. 'People living with MND' includes people who have been diagnosed, families, carers, former carers, friends, service providers and any other person whose life is, or has been, affected by MND.

#### POSITION CONTEXT

The role of Occupational Therapist is a valued member of the MNDAWA multidisciplinary team, contributing to achievement of the Association's vision and mission and by assisting in the effective delivery of support services within MNDAWA and effective assessment and person-centred support of people living with MND.

#### KEY AREAS OF RESPONSIBILITY

1. Provide comprehensive assessments of MNDAWA participants and development of reports and prescription of equipment services, referrals and modifications for the NDIS and other funding bodies as required.
  - Ensure the occupational therapy service delivery embraces person-centred philosophies, including identifying challenges to achieve optimal performance, outcomes and participation.
  - Undertake holistic and timely assessments of people living with MND which accurately identifies their needs
  - Assessments include, but not limited to
    - ADL assessment – Functional Capacity Assessments

- Home Environment Assessment
  - Mobility Assessment
  - Cognitive Assessment
  - Pressure Risk Assessment
- Complete referrals for service and equipment provision as required
  - Undertake designated administrative and compliance-based tasks necessary to support service delivery and adhere to legislative and funding body requirements and obligations
  - Identify opportunities to continually improve the quality of care and service delivery to our participants
  - Recommend and assist with the provision of equipment and aides that measure the impact and positive change for individuals
  - Liaise with other health professionals and service providers as required
  - Development of succinct and appropriate assessment reports in a timely and cost-effective manner
  - Contribute to service and continuous improvement processes

#### **2. MNDAWA Equipment loan service**

- Contribute to MNDAWA's equipment loan service by providing the appropriate recommendations and specialist input to the Associations equipment loan pool in addition to assisting with complex equipment enquiries and requests

#### **3. Education**

- Contribute to MNDAWA's educational pillar by participating and presenting at MNDAWA educational forums and programs.

#### **5. Stakeholder relationships**

- Role model a deep knowledge and application of MNDAWA's values, vision, mission and strategy
- Support the wider team to develop clinical reasoning skills to provide improved outcomes for participants.
- Maintain effective communications and foster strong working relationships with internal and external stakeholders

#### **6. Advocate for and represent the needs of people living with MND with service providers and government departments.**

- Establish effective working relationships and partnerships with government agencies, NDIS and service providers.
- Develop an excellent understanding of the National Disability Insurance Scheme and My Aged Care funding structures

- Implement policy and procedures to ensure efficient delivery, recording and claiming of funded supports

#### **7. Undertake administrative tasks as required and relevant to the position.**

- Ensure that accurate, timely and confidential recording of participant and organisational information is undertaken on the Client Management System
- Provide reporting to the Manager, Support Services when required.
- Ensure accurate recording of support and service hours to enable accurate and effective reporting

### **KEY SELECTION CRITERIA**

#### **Essential**

1. Bachelor's degree in Occupational therapy & currently registered with Australian Health Practitioner Regulation Agency (AHPRA)
2. At least three years clinical experience
3. Experience working within the NDIS and a knowledge of the NDIS practice standards
4. NDIS Worker Screening check (or ability to obtain one)
5. Australian Working rights or appropriate working visa
6. Working with Children Check
7. A current Drivers License
8. Extensive knowledge of policy development, compliance requirements, and best practices in delivery support services to individuals with complex needs
9. Excellent communication skills, with the ability to engage effectively with stakeholders at all levels, including clients, staff volunteers and external agencies.
10. Commitment to upholding ethical standards, confidentiality and client rights in all aspects of service provision

#### **Desirable**

1. Previous experience working with individuals affected by neurological conditions, preferably Motor Neurone Disease (MND), and an understanding of their unique support needs.
2. Knowledge of community care principles, palliative care practices, and end of life support services
3. Experience in strategic planning, organisational development, and stakeholder engagement to enhance service delivery outcomes
4. Strong analytical and problem-solving skills, with the ability to assess complex situations, develop innovative solutions and implement effective strategies



## Position Description

### Occupational Therapist

#### CONDITIONS OF EMPLOYMENT

- 30 hours per week with occasional out of hours hours/weekend work as required to attend MNDAWA events
- Current WA driving Licence and own transport
- Covid-19 Vaccination records
- This position is subject to a 3-month probation period.
- Appointment to the position is subject to a satisfactory National or International Police History Check, Working with Children Check and NDIS worker screening, prior to commencement and to be maintained during course of employment
- All staff will take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment

#### Standard of conduct

- Become familiar with and abide by the policies and procedures of MNDAWA
- Be responsible and accountable for high standards in personal performance, behaviour and attendance in the workplace
- Maintain an harmonious and courteous attitude towards all stakeholders of MND
- A professional manner fostering positive relationships focused on outcomes for participants
- Respect and maintain the privacy and confidentiality of all participants and organisational information

PD approved by \_\_\_\_\_ Date \_\_\_\_\_  
Chief Executive Officer

#### AGREEMENT

*I understand the requirements of the position and agree to perform the duties of the position description as detailed above.*

Name of employee \_\_\_\_\_

Date \_\_\_\_\_

Signature of employee \_\_\_\_\_