



Position Description

Position Title	Occupational Therapist
Employer	The Centre for Perinatal Health & Parenting
Agreed Terms, if Employee	Remuneration according to Health Professionals & Support Services Award - Health Professional Level 3, Paypoint according to experience & qualification
Hours of Work	4 days/week 8.50am-5pm
Agreed Terms, if Contractor	Facility fee sliding scale proportional to number of days worked
Reports directly to	Centre Director

Overview of The Centre for Perinatal Health & Parenting

This unique initiative is a service to families to provide support during parenting from pregnancy through to latter secondary school years. At different times the service will offer a varied array of disciplines and services to families throughout Australia, inclusive of, but not limited to, early parenting consultancy, adult & child psychology, occupational therapy, speech therapy, mental health social work, women's health physiotherapy, art therapy, play therapy, equine therapy, pregnancy, postnatal & infant massage and prenatal & postnatal yoga. These services are offered on a non-residential, non-crisis basis in a semi-rural environment conducive to wellness.

Probationary Period/ Development Review

A developmental review will be conducted by the Director at 3 months from commencement of this position.

Purpose of Position

As a member of the CPH&P Team the Occupational Therapist (OT) will participate in the assessment, planning and delivery of OT, care and support to families relevant to children and parenting.

Utilising only approaches supported by evidence-based research, will be necessary. These approaches may focus on, but are not limited to, activities of daily living; developmental assessment and treatment to support all abilities; positive behaviour change; emotional regulation; and family-centred interventions.

Opportunities to provide mental health psychotherapy and support, if mental health credentialing is available will be supported. This is not a requirement of this position.



The CPH&P Occupational Therapist will liaise with the clinical team and communicate with stakeholders, as necessary.

The CPH&P Occupational Therapist will facilitate/co-facilitate parent and/or clinician group education using the Centre facilities. They will also be asked to contribute to the Centre Newsletter, write blog posts for the CPH&P website and participate in CPH&P marketing requirements, from time to time.

Family Focus

The CPH&P OT ensures the needs of parents and children utilising the services of the Centre are of the highest priority and are addressed promptly. The objective is to exceed the client's expectations.

Duties and Responsibilities

The CPH&P Occupational Therapist has the following duties and responsibilities:

- Provide sensitive and respectful contact with clients, welcoming families and other stakeholders who arrive at the service, ensuring their comfort at all times.
- Provide occupational assessments and develop treatment plans with meaningful family-centred goals.
- Be able to motivate children and parents and develop rapport in order to achieve their goals.
- Provide therapies, according to qualifications, and as deemed appropriate, including, but not limited to, cognitive behavioural therapy (CBT), acceptance commitment therapy (ACT), if providing mental health services and/or suitable therapies towards ability/wellbeing challenges. A holistic approach is favoured. If mental health credentialing is not available, this is not a requirement of this position.
- Provide office-based, phone, online and offsite individual or family consultation in response to referrals to the CPH&P, in a timely manner.
- GP Chronic Disease Management Plans (CDMP); GP Mental Health Care Plans (MHCP) [where applicable] and National Disability Insurance Scheme (NDIS) funding will be utilised for client care and billing. Some group work may also be billed through Health Funds/NDIS. Therefore letters and/or reports to external stakeholders will be required regularly.
- Provide expert knowledge, consultation and liaison with external professionals, including paediatricians, psychologists, general medical practitioners, disability services case managers, maternal and child health nurses, midwives, speech therapists and other allied health service providers.
- Make community-based referral to other agencies, as deemed necessary.
- Plan and facilitate group therapy sessions.
- If providing mental health services, regular attendance at self-funded Clinical Supervision, with a qualified supervisor appropriate to perinatal/infant/child mental health, is a requirement.
- Maintain computerised database entry and notes. Use of your own laptop is expected.



- Assistance with correspondence, preparation of documents, educational materials, reports, data collection, research collaboration and funding submissions will be expected occasionally, per Director requirements.
- Participate in team development meetings and facilitate working relationships with colleagues and stakeholders.
- Participate in management of OH&S requirements of centre, with consultation from Director and OH&S officer.
- Participate in the CPH&P quality assurance questionnaires, for periodic evaluation and improvements in service delivery.

Confidentiality

During the course of your employment you will come in contact with information which is both personal and private, and you are expected to treat all such information in a "strictly confidential manner".

All clinicians and staff will thoroughly read and sign the Centre for Perinatal Health & Parenting Confidentiality Agreement prior to commencement of service.

Professional Development

- Actively seeks opportunities for further professional development.
- Attends regular self-funded Clinical Supervision with a suitably qualified OT clinical supervisor.
- Attends regular self-funded Clinical Supervision with a qualified clinical supervisor proficient in perinatal/infant/child mental health approaches, if psychotherapy is being delivered.
- Attends self-funded industry-appropriate conferences each year, to maintain currency of knowledge.
- Is eager to learn new skills from CPH&P colleagues and provides learning opportunities for others.
- Following 3 month competency review, attendance at further annual development reviews is expected.

Selection Criteria

- An ability to work within the family-centred care ethos of this unique centre for family wellbeing. A genuine ability to relate to children and families, with an understanding and respect for the complexity of parenting.
- Relevant Tertiary Qualification. ie. Bachelor of Health (Occupational Therapy) and/or Masters of Occupational Therapy.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA), without demerit.
- Current registration with industry professional body.
- Evidence of self-funded professional indemnity insurance.
- A minimum of 2 years of recent experience in the clinical provision of a range of occupational therapy services.
- An ability to prepare and facilitate group therapy sessions, with other health professionals.



- Highly developed communication and interpersonal skills, with the ability to treat male, female and non-binary parents and their families with sensitivity.
- A proven commitment to the delivery of evidence-based best practice models of service, with family as central focus.
- An ability to work effectively and efficiently alongside other members of the team.
- Highly developed computer skills.
- Excellent written communication and organisational skills.
- A commitment to ongoing professional development and the importance of quality paediatric occupational therapy research.
- Ability to work independently and take initiative when appropriate.
- Current Working with Children's Check (WWC) and Police Check.
- Current Victorian Driver's License.

Name of Occupational Therapist _____

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupational Therapist's signature

Date

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Director's signature

Date