

## OCCUPATIONAL THERAPIST

3Bridges Community is a growing, vibrant, not for profit community organisation providing a variety of government funded services to the communities of South Eastern Sydney.

An exciting opportunity exists to join our Allied Health Team. Your responsibilities will include performing home based OT assessments, in order to engage clients in their usual meaningful daily activities and tasks. You will be required to assess clients with a disability to determine what support can be provided to assist independence and allow clients to achieve goals and improve quality of life. The role has a will also focus on individuals receiving Home Care Packages seeking Home Modifications through our 3Bridges Home Modification and Maintenance Team, as well as providing a service to privately funded referrals.

This position may be offered as either part time or full time (0.6 to 1 FTE) depending upon the skills and experience of the successful applicant. This is an excellent opportunity to use your knowledge and skills to make a huge difference in the lives of the clients you will be assessing.

### Essential:

- Degree in Applied Science in Occupational Therapy or the equivalent.
- Current registration with Australian Health Practitioner Regulation Agency as an Occupational Therapist.
- Possesses excellent communication and interpersonal skills, which includes a demonstrated ability to complete sensitive and responsive interactions with colleagues and clients.
- Demonstrated time management skills that include the ability to work on multiple concurrent tasks and judge priorities appropriately.
- Understanding of the need for an evidence-informed, client centred occupational therapy services.
- Demonstrated computer literacy with skills in computer applications including word processing, spreadsheets, databases, electronic mail, Internet and literature search engines.
- Current NSW Health Vaccination Status - Category A.
- Current Drivers Licence.

### Desirable:

- Experience referring for Complex and Basic Home Modifications requirements
- Experience working paediatric/adult therapy or community home visits with demonstrated skills in the assessment, education and treatment of adults.
- Previous experience and demonstrated positive interactions working or participating in a team.
- Demonstrated commitment to own professional development and learning, evidenced by identification of learning/education goals and objectives.
- Developing clinical reasoning skills with a creative and dynamic approach to problem solving issues related service provision in rural and remote areas.

The successful candidate must undergo a National Police Clearance prior to appointment.

As an EEO employer we welcome applications from people of NESB and ATSI backgrounds.

Further information please call Caroline Tumeth 1300 327 434 or to obtain an information pack please visit <https://3bridges.org.au/about-us/people/careers/>

Please forward applications to [amalia.betihavas@3bridges.org.au](mailto:amalia.betihavas@3bridges.org.au)



## JOB DESCRIPTION

### Occupational Therapist

#### POSITION DETAILS

<b>Responsible to:</b>	Manager, NDIS
<b>Objective:</b>	To provide an Occupational Therapy service to clients of 3Bridges Community Limited
<b>Direct reports:</b>	Nil
<b>Collaboration</b>	Working alongside an experienced NDIS, Home Modifications and Aged Care Team.
<b>Location:</b>	Penshurst, Sydney
<b>Award:</b>	Affiliated Health Organisations (Non-declared) Professional & Associated Staff
<b>Level:</b>	Occupational Therapist Level 1/2
<b>Hours per week:</b>	0.6 to 1 FTE (24 to 38 hours per week)

#### PURPOSE OF POSITION

The Occupational Therapist is responsible for the provision of an effective and timely Occupational Therapy (OT) service in 3Bridges Community. The OT will conduct assessments, plan and implement treatment to ensure that clients are able to function within their relevant environment.

The OT is expected to be a competent clinical practitioner who is able to work under minimal direct professional supervision and able to exercise independent professional judgment on routine matters.

The OT will be expected to undertake appropriate professional and personal development programs to maintain knowledge and skills for management and clinical competency

#### SELECTION CRITERIA

##### Mandatory qualifications

- Valid Working with Children Check.
- Criminal history clearance.
- Current drivers' license and access to a comprehensively insured vehicle.

##### Essential:

- Degree in Applied Science in Occupational Therapy or the equivalent.
- Current registration with Australian Health Practitioner Regulation Agency as an Occupational Therapist.
- Experience referring for Complex and Basic Home Modifications



- Possesses excellent communication and interpersonal skills, which includes a demonstrated ability to complete sensitive and responsive interactions with colleagues and clients.
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- Current NSW Health Vaccination Status - Category A.
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#### **Desirable:**

- Experience working paediatric/adult therapy or community home visits with demonstrated skills in the assessment, education and treatment of adults.
- Previous experience and demonstrated positive interactions working or participating in a team.
- Demonstrated commitment to own professional development and learning, evidenced by identification of learning/education goals and objectives.
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#### **PERSONAL ATTRIBUTES**

- Leadership and influencing skills.
- Problem solving and analytical skills.
- Self motivated.
- Creative, effective leader, possessing a high degree of professionalism
- Promotes team work and collaboration
- Shows respect and understanding of diverse views and opinions
- Develops a wide network to facilitate activities and further own and team knowledge
- Values continuous improvement and innovation

#### **KEY RESPONSIBILITIES**

- Determines the functional performance level of the client through relevant assessments. Considers the findings in relation to the client's occupational roles and the environment in which they must function. Assessments focus on the client's safety and physical and cognitive ability to manage in functional tasks such as self care, functional mobility, transfers and home management
- Establishes goals in collaboration with the client or relevant others. Goals are aimed at self-maintenance, productivity and leisure tasks
- Selects and implements intervention strategies to address problem areas identified in assessments and to meet goals. These intervention strategies are relevant to each clinical specialty and are the medium through which a client can return to functional independence



- Intervention strategies focus on self care and functional mobility retraining, home modifications, adaptive equipment provision and returning to leisure activities.
- Educates client's and their families/carers where necessary
- Communicates effectively with clients and multidisciplinary team. Attends family and case conferences and communicates OT intervention and plans. Also discusses client progress on a regular informal basis with members of the multidisciplinary team, the client and their family to ensure quality patient care
- Evaluates treatment according to goal achievement, outcome and effectiveness of treatment. Any alterations to intervention are made accordingly.

### **Administration**

- Complies with 3Bridges Community documentation standards and discipline specific guidelines for any entries into client records.
- Maintains appropriate activity statistics as required by relevant funding body agreements.

### **Strategic Development**

- Participates in the strategic direction of the organisation

### **Professional Development**

- Participates in professional development programs and other continuing education activities so as to meet the requirements of AHPRA registration.
- Maintains professional knowledge and skills by attending relevant conferences, workshops, courses, and training.

### **Human Resource Management**

- Assists management, when requested, in recruitment of Staff and attends Staff Selection and Recruitment workshop.

### **Policies and Procedures**

- Assist with the development of Policies and Procedures for this position.
- Work under organisational Policies and Procedures, Code of Conduct and Delegations of Authority.

## **ORGANISATIONAL RESPONSIBILITIES**

- Helping develop new growth and sustainability opportunities, including submissions and tenders.
- A genuine commitment to the principles of quality assurance and continuous improvement.
- Contribute suggestions to policy development.
- Adhere to the administrative process of the organisation.
- Adhere and respect the values, policies and procedures of the organisation.
- Operate within the Delegation & Decision-Making Matrix.
- Perform your duties in line with the expected team member conduct to be welcoming, caring, warm, helpful and friendly.

## **ORGANISATIONAL RESPONSIBILITIES**

- Ensure that relevant program and organisational Quality Assurance and Quality Management Standards are incorporated into service delivery.



- Provide required reports and recommendations to the CEO and Directors

## ORGANISATIONAL VALUES

The following corporate values and behaviours underpin the working environment at 3Bridges Community and assist us in delivering our vision:

Values	Behaviours
<b>VIBRANT</b> by being energetic and engaging.	<ul style="list-style-type: none"> <li>• Seeking opportunities to do better.</li> <li>• Building inclusive relationships.</li> <li>• Learning and growing with our community.</li> </ul>
<b>OPENNESS</b> by being welcoming, honest and transparent.	<ul style="list-style-type: none"> <li>• Open in sharing knowledge and information.</li> <li>• Open to new ideas and ways of working.</li> <li>• Integrity in all we do.</li> </ul>
<b>INNOVATION</b> in driving new ideas, opportunities to build a better community.	<ul style="list-style-type: none"> <li>• Advocating for the community.</li> <li>• Leading change.</li> <li>• Continually improving</li> </ul>
<b>COLLABORATION</b> by embracing new ideas, teamwork and partnerships.	<ul style="list-style-type: none"> <li>• Working as a team.</li> <li>• Delivering valued services for our community.</li> <li>• Respecting differences.</li> </ul>
<b>EXCELLENCE</b> through being recognised as leaders in the community.	<ul style="list-style-type: none"> <li>• Striving to be the best we can.</li> <li>• Quality is a part of everything we do.</li> <li>• Professional performance.</li> </ul>

## BACKGROUND CHECKS

- Working With Children Check – Yes
- Police Criminal History Check – Yes

## ORGANISATIONAL STANDARDS AND EXPECTATIONS

- Behaviour and Code of Conduct.
- Privacy and Confidentiality Agreement.
- Organisational policies and procedures.
- Decision making and delegation matrix.
- ISO 9001:2015, Quality management System, Procedures and Manual.
- Aspire to and support the organisational values and vision.
- Meeting Centre Support Program Operating Manual.
- 3Bridges Community strategic plan.

## RELATED DOCUMENTS

- Contract of employment.
- Behaviour and Code of Conduct.
- Privacy and Confidential Agreement.
- Key performance indicators.
- Strategic and Business Plans.





**Approved:** 29 November 2018



## About 3Bridges Community

We are an independent community organisation established to support vulnerable people. We have been supporting the South Eastern Sydney community for almost 40 years.

Our organisation is registered as a charity with the Australian Charities and Not-for-profits Commission ABN 96039601269. We are overseen by a volunteer board of directors.

We exist to:

- serve as a focal point for the provision of services targeting the most disadvantaged people in the community to relieve suffering, distress, misfortune, destitution or helplessness;
- assist and support families and individuals in our community to manage the challenges in their lives through the provision of services including case management, crisis intervention, counselling, childcare and a broad range of ongoing support services;
- stimulate community development.

Our scope of operations include:

- Early intervention and prevention programs for young isolated mothers and youth aged 12 to 18 and their families.
- Before and After School and Vacation Care services for school aged children located at 8 sites within schools and a community centre.
- Training services to increase capacity in the sector and community.
- Pathways to employment and social enterprises such as our home building service which helps people stay at home through home modifications.
- Social cohesion programs aimed to reduce isolation and enhance the quality of life for young adults with a disability and volunteer options
- Positive and Healthy Ageing centres, respite care, carers support, home care for the elderly and people with a disability.

Our services are delivered around a people and place (placed based) philosophy with community centres acting as community hubs within neighbourhoods offering a wide range of services.

We believe placed based service delivery is the key to building social capital in communities and play an important role in strengthening communities, generating social wellbeing and connection.

We have a strong presence and reputation in South Eastern Sydney and are supported by:

- 230 community services staff (70% women)
- 340 active and passionate volunteers (70% over 60 years of age)
- trust through funding from numerous state and federal organisations to deliver critical services to vulnerable people
- strong social enterprises that allow us to increase our impact with more resources
- \$17m in annual income

We value excellence and our QMS certification represents quality, reliability and continual improvement.

In 2018 we were awarded the ACASA Innovation in Service or Design Award (NSW/ACT) for our efforts in improving the lives of older Australians.

In 2017 we were awarded innovation funding by the Department of Health to trial a new service model for carers and people living with dementia.

We are an accredited disability services organisation, aged care provider, targeted earlier intervention provider, Registered Training Organisation (RTO) and volunteer organisation (Volunteer Link).

We are also a Centrelink approved provider, JobActive accredited support organisation and provider of a broad range of intervention programs for vulnerable people.

We are the largest provider of school aged care to children and families in the region with over 1,200 children cared for each week.



We have an established and effective Aboriginal and Torres Strait Islander engagement capacity and over 30% of our service offerings are geared towards CALD communities

### Our Vision

People living in connected and enriched communities.

### Our aspiration

To be an innovative leader and trusted partner working with community, business and government to deliver sustainable services that enhance community capacity.

### Our purpose

To give the community VOICE by:

1. Enriching lives (community relationships & purpose).
2. Making connections (no one needs to be alone).
3. Walking alongside (life changes and transitions).

Our front line service delivery will be within this region with our community services focusing on:

- Aged and Frail
- Family and Carers
- Children and Youth

3Bridges Community is a registered charity with the Australian Charities and Not-for-Profit Commission ABN 96039601269

### Our focus



### Why more people would like to work with us

As an employer, we offer a wide range of flexible and "family friendly" working arrangements, aimed at creating an inclusive working environment in which all employees are able to achieve a healthy work/life balance. We also offer a competitive salary packaging program aimed at increasing the take home pay for permanent employees.

### What our employees say about us

Our most recent confidential staff and volunteer culture survey found:

- 92.4% of our staff and volunteers are proud to tell others they work or volunteer with us
- 97% of staff and volunteers understand how their work or volunteering benefits the community

### Salary packaging

#### General packaging

3Bridges Community utilises its fringe benefit tax exempt status to provide remuneration packaging for eligible team members (permanent or fixed term employees). The premise of Salary Packaging is simple: reduce an employee's annual tax liabilities so that their disposable income is increased. This





includes up to the maximum limit allowable under current fringe benefits tax legislation (currently set at \$30,000 grossed up) may be packaged as fringe (non-cash) benefits.

#### *Dining out expenses*

In addition, staff can access a Meal Entertainment Card which allows employees to set aside money from each pay to put exclusively towards dining out. This money is transferred to your card before it's subjected to income tax, so it effectively grants you tax free dining. Best of all, this benefit is available over and above the \$16,050 Salary Packaging threshold for 3Bridges Community permanent or fixed term employees. You can use your Meal Entertainment Card to pay at any restaurant, café, hotel, take away outlet with a dine-in facility or for meals provided by a caterer (such as wedding receptions or parties) where Visa is accepted.

#### *Venue hire*

3Bridges Community employees are also able to salary package accommodation and venue hire expenses in addition to general salary packaging. Employees can salary package the cost of holiday accommodation. It can be anything from an overnight stay to **accommodation** during a three month European holiday that you can package Tax Free without affecting what you normally Salary Package. It doesn't matter whether you stay in a caravan, cabin, motel, bed & breakfast or hotel. More details can be found at [racvsalariesolutions.com.au](http://racvsalariesolutions.com.au).

### **Family Friendly Policies**

#### *Achieving Balance through Flexible Working Arrangements.*

3Bridges Community is committed to providing fair and flexible conditions to staff, understanding that we all need to balance a range of activities and roles in our lives. We offer family friendly policies for individuals that need increased flexibility, through leave and working conditions. These provide a basis for discussion and negotiation when family situations need more flexible work arrangements such as fractional and part-time employment, rostered days office, time in lieu and more.

The following policies and procedures recognise that the provision of flexible work options is linked to enhanced organisational capabilities.

#### Rostered Days Off (RDO)

As part of 3Bridges Community's flexible approach to working conditions permanent full time employees have access to rostered days off. Full-time 38 hour a week permanent workers are offered the opportunity to work an eight hour day in order to accumulate one rostered day off per four week cycle.

#### Time in lieu

By mutual agreement, an employee may be compensated by way of time off instead of payment of overtime (time for time) within three (3) months of it being accrued. This allows employees to attend personal commitments during traditional working hours.

#### Study Leave

Ongoing education of employees is valued by 3Bridges Community to support continuous improvement of service provision and career development. Employees can access up to 5 days per annum for approved training and development programs.

#### Maternity & parental leave

Our maternity leave provisions allow our employees to access parental leave when a child is born or adopted. Parental leave entitlements include maternity leave, paternity and partner leave, adoption leave, special maternity leave, a safe job and no safe job leave and a right to return to old job.

#### Variation to traditional office hours

Variation to traditional working hours will depend on the nature of the role and service commitments. An employee may be able to vary start and finish times by negotiating flexible working hours with their Manager.

#### Working from home

Our Working From Home Policy and procedures provides for casual / adhoc working from home arrangements where work traditionally performed in the work place may be carried out at home.

#### Part time options



A large percentage of our work force are employed on part time basis. This allows employees to manage their caring or parenting obligations more effectively.

#### Child Care

3Bridges Community operate both before and after school care as well as, vacation care across 5 sites in the St George and Inner West Region. Staff are able to access these services and bookings (subject to availability) can be made on a full-time or part-time basis.

#### Employees with disabilities and carer's responsibilities

3Bridges Community is a strong advocate for and supporter of job applicants or employees who have a disability, an illness or responsibility for the care of a family member. We assist employees to fulfil their carer's responsibilities by making reasonable adjustments to their working arrangements.

#### Leave Purchase Scheme

Full time employees are able to participate in a purchase leave program to achieve a work / life balance. Employees may apply purchase either 10 days (2 weeks) or 20 days (4 weeks) additional annual leave in a 12 month period.

#### NAIDOC Week

All Aboriginal or Torres Strait Islander employees are entitled to one day off during NAIDOC Week to celebrate.

