

**Location:**

Ballarat and Melton offices, with some travel in the local area.

**Classification:**

Pinarc Dis. Sup. (Allied Health) Agreement 2020

**Primary Objective:**

Pinarc Disability Support provides a broad range of services across the lifespan to individuals and families. We strive to make a positive difference in people's lives by providing them with opportunities to maximise their potential. Underpinning all customer services is an approach to service delivery that is committed to ensuring that customers, their families and carers are at the very centre of decision making in matters related to their support needs and life choices. Our commitment includes supporting and empowering Aboriginal and Torres Strait Island peoples, those from culturally and linguistically diverse backgrounds, those identifying as lesbian, gay, bisexual, transgender, intersex, queer, asexual/agender or other diverse sexual orientations and genders (LGBTIQA+). We actively promote the safety of children.

The **specific objectives** for this role include;

- Supporting the delivery of individual programs to customers and their families as directed by their therapists
- Supporting the delivery of group programs to customers and their families as directed by therapists
- Provide general support to the clinical team

**Duties and Responsibilities:****Service Delivery**

- Implement therapy plans for speech pathology/occupational therapy/physiotherapy/key worker customers as designed by their therapist
- Plan therapy sessions to work towards customer goals set with the therapist
- Carry out therapy sessions per the plan completed, and provide feedback to therapist
- Complete case notes and activities on Supportability
- Work independently in the client's homes, community and clinic and receive coaching and mentoring from therapists and manager

**Relationships**

- Work collaboratively, recognising contributions from all members of the team
- Work with people of all ages and disabilities
- Recognise and support cultural and spiritual diversity of service users

**Staff Supervision**

- Actively participate in the training and supervision process
- Attend other internal and external meetings as required

**Organisational**

- Use organisational systems provided to support work practices, as required eg. Supportability, Outlook calendar, HR Kiosk
- Participate in the Quality Framework and associated activities to continuously improve services
- Be aware of and comply with Occupational Health and Safety systems and processes. Use safe manual handling principles in work undertaken for the role.
- Be aware of and comply with Pinarc policies and procedures available on dKnet
- Recognise and support cultural and spiritual diversity of service users
- Work collaboratively, recognising contributions from all members of the team
- Actively participate in collaborating with the broader organisation
- Maintain confidentiality of information received and given
- Positively represent the full range of Pinarc services to the broader community

**Qualifications:**

Certificate IV Allied Health or Currently studying in third or final year in a degree in Speech Pathology, Occupational Therapy or Physiotherapy is desirable or equivalent relevant experience.

**Experience:**

Experience in working with children with additional needs

**Other Requirements:**

- NDIS Worker Screening Check (includes Police Check)
- Victorian Employee - Working With Children Check
- Pre-Employment Health Declaration
- COVID-19 Vaccination or Medical Exemption
- Satisfactory completion of the NDIS Worker Orientation Module
- Current Victorian Drivers Licence
- Mobile phone

**Key Selection Criteria:**

- Experience working with children or adults with disabilities
- Demonstrated knowledge of family/person centred principles
- Demonstrated excellent written and verbal communication skills
- Demonstrated innovative and creative approaches to problem solving
- Demonstrated strategies to manage situations involving conflict
- Demonstrated ability to work in a variety of settings and with children, families and staff from diverse backgrounds

**Reports To:**

Manager Therapy Education and Support

**Accountability:**

Accountable to the CEO through the Manager, Therapy Education and Support

**Extent of Authority:**

According to the Delegations of Authority Policy.

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Pinarc Disability Support Inc (Victoria) ABN 42 761 925 547

The liability of Pinarc Disability Support Inc ARBN 630 354 826 members is limited

**Summary of Specific Responsibilities**

Be aware of and comply with the organisations policies, procedures and other associated documentation relevant to the role.

**Employee/Volunteer Statement:**

I have read, understand and accept the above Position Description for (Pi) Therapy Assistant.

Signed: ..... Date: ... / ... / .....

Name: .....