

POSITION DESCRIPTION



Manager of Therapy Services

POSITION: Manager of Therapy Services

Position Summary

Every role at Occupational Therapy Helping Children is responsible for providing dynamic and progressive pathways for children and their families. As an integral member of the leadership team, the Manager of Therapy Services position will play an active role in delivering both strategic and operational initiatives and will ensure that the quality of clinical services are maintained at an exceptional standard to meet the changing needs of our children and families. This position will be critical in the delivery of operational activities in a manner that is consistent with, and will contribute to, the achievement of the OTHC's policies and procedures, support the engagement with communities to build brand awareness and to become more inclusive of the range of needs and aspirations of our participants.

Key Accountabilities

Accountability	Responsibility
Strategy & Organisational Performance	<ul style="list-style-type: none">• Contribute to development, review and implementation of OTHC strategic and operational plans, and policies and procedures• Assist in the development of the team Budget and monitor expenditure• Contribute and participate in business development activities to enable future growth• Ensure that sustainable, customer focused, quality services are delivered to meet the need of the clients• Monitor key metrics to understand if the organisational goals and budgeted deliverables have been met• Contribute to the setting of appropriate Key Performance Indicators for the team, building knowledge and understanding throughout the organisation and monitoring outcomes• Build a continual improvement culture in the organisation that monitors, manages and aligns to key performance outcomes
Therapy Services & Support	<ul style="list-style-type: none">• Manage the process of regular clinical supervision to all therapy team members to ensure quality practice among the therapy team• Handle caseloads to ensure proficiency• Recommend and assist with the provision of equipment and aids that measure the impact and positive change for individuals• Advise and support to parents and carers to foster development outside of the clinic environment to help achieve identified clinic goals• Utilise evidence-based practice and clinical reasoning skills to deliver excellent participant-focused assessment and intervention services• Undertake designated administrative and compliance-based tasks necessary to support service delivery and adhere to legislative and funding body requirements and obligations

POSITION DESCRIPTION



Manager of Therapy Services

	<ul style="list-style-type: none"> • Identify opportunities to continually improve the quality of care and service delivery to our clients • Identify professional development and training needs and attend professional development activities as required
<p>Leadership & Stakeholder Relationships</p>	<ul style="list-style-type: none"> • Inspire, motivate and engage the team to deliver exceptional services to our clients by taking a leadership role in the ongoing support and feedback in professional development plans for the team • Role model a deep knowledge and application of the OTHC's values, vision, mission and strategy as well as OTHC policies and procedures • Support the team to develop clinical reasoning skills to provide improved outcomes for participants, through modelling and peer coaching • Oversee the team's professional development plans • Lead peer mentoring for skilled practitioners • Manage and address any concerns, difficulties, or areas of additional need for members of the OTHC team • In collaboration with other members of the leadership team, manage the end to end employee lifecycle including: recruitment, selection, onboarding and performance of team members. • Response to feedback from the OTHC team • Contribute to execution of OTHC Team Days • Manage leave approvals for all therapy team members • Ensure and maintain effective communications and foster strong working relationships with internal and external stakeholders including adapting communication style and identify strategies to improve communication effectiveness • Contribute to the creation of OTHC policies and procedures
<p>Administration & Project Management</p>	<ul style="list-style-type: none"> • Contribute to implementation and tracking of budgets and forecasts • Oversee all therapy team members schedules • Oversee and lead Holiday Group Planning, Term Group Planning, Sense Rugby Program, and Peer Support Program • Manage therapy aids and equipment to maximise client independence and safety • Oversee and lead OTHC team projects • Manage and approve OT CPD • Oversee student placements
<p>Marketing & Business Development</p>	<ul style="list-style-type: none"> • Track and assist with updates required for website • Create website content for marketing purposes • Support and contribute to the implementation of the marketing and engagement plan to contribute to long-term sustainability and growth of OTHC • Develop strategic partnerships and networks to drive business growth with other allied health professionals

POSITION DESCRIPTION



Manager of Therapy Services

Governance & Professional Integrity	<ul style="list-style-type: none">• Understand and adhere to the Occupational Therapy Australia Code of Ethics and OTHC's policies and procedures at all times.• Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patient/clients and employees• Support and monitor good governance practice and ensure compliance with regulatory and legislative requirements• Ensure statutory responsibilities, policies and processes are adhered to• Advise the team and other key stakeholders on governance and regulatory matters, and standards of ethical and corporate behaviour• Adhere to professional standards as outlined by protocols, rules and regulations• Maintain confidentiality• Conduct regular risk assessments for all therapy equipment and spaces• Role model a deep knowledge of WHS policies and procedures for therapy equipment and spaces• Contribute to the updates of the WHS manual• Report hazards as soon as practicable, and assisting with health and safety improvements
-------------------------------------	--

In addition to the above position-specific responsibilities, all members of OTHC are required to undertake any other reasonable duties and responsibilities within your capability and skills, when requested to do so.

Selection Criteria

(Job Specific Skills, Knowledge, Experience & Qualifications)

- Bachelor's degree in Occupational Therapy or equivalent
- Current Registration with Australian Health Practitioner Regulation Agency (AHPRA)
- Demonstrated ability to inspire, lead and support a team through the provision of clinical supervision, mentoring and development.
- Strong communication (written and verbal) skills with the ability to develop and maintain effective high level working relationships across a diverse range of internal and external stakeholders.
- Strong time management skills with the ability to effectively prioritise competing demands with a solution focused approach.
- Highly proficient in software applications (such as Microsoft Office Suite, online participant and clinic management system, owncloud) with the ability to learn and adapt to new systems

Essential criteria

- A minimum ten years' clinical experience in paediatric occupational therapy.
- Current Working With Children Check (WWCC)
- Familiarity with funding request documents and procedures including NDIS reporting requirements.
- NDIS Workers Check
- Member of OT Australia

POSITION DESCRIPTION



Manager of Therapy Services

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the position description.

Employee name:	
Employee signature:	
Date:	