

**JOB TITLE** OCCUPATIONAL THERAPY ASSISTANT

**REPORTS TO** JACQUI LEACH/ DIRECTOR

## POSITION DESCRIPTION

<b>Position purpose</b>	The purpose of the role is the delivery of an individual or group therapy program designed by an Occupational Therapist, either individually or under supervision of an Occupational Therapist or senior staff member.
<b>Main tasks</b>	<p>Core objectives include:</p> <ul style="list-style-type: none"><li>• Delivery of therapy plans, and programs developed by occupational therapists.</li><li>• Therapeutic observations and note taking to relay to Occupational Therapist.</li><li>• Ability to communicate clearly both verbally and through written medium.</li><li>• Understanding of Rosewood Wild Therapy model, and a willingness to work outdoors in all weather conditions.</li><li>• Communicating professionally with clients and families on site, as well as with Rosewood Wild Therapy Director or contracted Occupational Therapists.</li><li>• Always practicing excellent OH&amp;S.</li><li>• Willingness to work off site if required, for example, overnight camps or excursions.</li><li>• Willingness to assist in cleaning or maintenance of indoor/outdoor therapy space if required.</li><li>• Set up and pack down of indoor/outdoor therapy space.</li><li>• Preparing all activities and work area requirements for occupational therapy sessions.</li><li>• Ability to manage risk and safety through pre site checks and ongoing dynamic risk assessments throughout therapy sessions.</li><li>• Regularly read and review Rosewood Wild Therapy Risk Assessments and policies and maintain awareness of children with allergies/anaphylaxis/asthma.</li><li>• Basic computer literacy skills and ability to work across a variety of platforms including Microsoft Word, Google Workspace and Chat, and Power Diary.</li></ul>
<b>Other Duties</b>	<ul style="list-style-type: none"><li>• Fulfil other duties as required by management as required.</li></ul>
<b>Required qualities</b>	<ul style="list-style-type: none"><li>• Comfortable with outdoor play and risk taking.</li><li>• Physical fitness</li><li>• Ability to work under pressure and in all weather conditions.</li><li>• Organisational and time management skills.</li><li>• Excellent attention to detail.</li></ul>

## PERSON SPECIFICATION

- Qualifications**
- Maintain NSW Working with Children Check and Police Check.
  - First Aid and CPR certificates are desirable (but will be obtained through Rosewood if not current)
- Experience**
- Experience in Disability/Community Services/NDIS Industry/Primary or Early Childhood Education
  - Completion of (or willingness to enrol in) the Cert IV Allied Health Assistant
- Knowledge**
- Knowledge of child development and understanding of children's occupations
  - Understanding of paediatric conditions such as Autism Spectrum Disorders, ADHD, Attachment and Sensory disorders etc.
- Personal attributes**
- Professional approach
  - Confident manner
  - Positive approach to change
  - Creativity
  - Ability to work collaboratively in a small team
  - Ability to communicate clearly both verbally and in written form

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

### ACKNOWLEDGEMENT

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

### SIGNED BY YOU

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Employee

.....  
Date

### SIGNED BY DIRECTOR

.....  
Jacqui Leach

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Date