

Schedule 3

Position Description

Wheelchair and Seating Therapist Level 2

Business area	Assessment services
FTE	As per Conditions of Employment
Reports to	Clinical Manager Assessment
Approved by	CEO

Our Culture

We are strongly inclusive and embrace diversity resulting in a rich culture that wraps around our values:

Whanonga pono - Our Values

- Tiaki tātou – We care
 - Ko tātou whakaute – We are respectful
 - Ko tātou whakakotahi – We are inclusive
 - Ia tātou rawe i te reira tika – We do it right
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Position Objective

- To provide client centered mobility solutions for individuals to optimize independence and participation in their community, by providing assessment, wheelchair evaluation, posture and seating evaluation, wheelchair management and mobility training and recommendations on other assessments that may be required.
- To meet a range of rehabilitation requirements for clients with multiple impairments and disabilities.
- To develop client centered, individualised programmes of rehabilitation which are outcome focused with short- and long-term goals.

Functional Relationships

Internal	External
<ul style="list-style-type: none"> • Clinical Manager Assessment • Occupational Therapists • Physiotherapists • Psychologists • Speech and Language Therapists • Clinical Administrators • All other LFBIT employees 	<ul style="list-style-type: none"> • Clients • Relatives/Whanau, significant others • Personnel from other organisations and services that are connected to the needs of the client

Key Areas of Accountability

Area of Accountability	Expectations
Service Delivery	<ul style="list-style-type: none"> • Assesses clients and provides OT services in relation to complex wheelchair and seating, equipment needs, impact on potential housing modifications, transport and support services. • Maximises the client's functional abilities through validated, evidence-based assessment and trials and robust funding applications • Works as required with other allied health staff in the community to meet the objectives of the assessment services. • Ensures interventions and goals met and recorded/reported in line with contractual and funder requirements. • Assists with peer reviewing of colleague's reports as caseload allows to support senior staff. • Provides leadership, management and clear direction in the delivery of rehabilitation and care services within the defined area(s) of responsibility. • Ensures all care/rehabilitation practices are provided in a manner that promotes the personal values of the resident/client. • Liaises with residents/clients, relatives and the inter-disciplinary team to identify resident/client individualised goals and assist in the development of the goal plan • Coordinates directly or indirectly day to day rehabilitation activities to meet/exceed resident goals. • Ensures service provision meets agreed KPIs. • Actively contributes as appropriate within the setting, to the creation and maintenance of the home/social environment in which emotional, physical, spiritual, cultural and sexual needs are met. • Demonstrates effective implementation of: <ul style="list-style-type: none"> ○ Relevant code of Ethics ○ Legislation effecting professional practice ○ Relevant standards of practice • Implements systems and procedures that monitor, maintain and, where appropriate, challenge and improve standards within your service, ensuring that standards are regularly reviewed to achieve high quality. • Uses technology effectively to monitor and understand KPIs, to manage day to day service delivery and to support and enhance your role. • Takes appropriate actions following recommendations from health and safety inspections and other internal audit processes • Ensures all contractual and KPI areas are met. • Provides services in a responsible, cost effective and efficient manner with an awareness of the appropriate uses of supplies. • Assesses appropriately, uses and maintains equipment and reports maintenance issues. • Monitors use of materials related to clinical practice at site level and initiates action to ensure efficiency.
Clinical Practice	<ul style="list-style-type: none"> • Maintains LFBIT clinical standards of practice relevant to OT services within Special Assessment Contracts and help with continuing service development improvement as caseload allows. • Acts as a clinical resource for other Special Assessment staff • Ensures all records meet the Assessment Service and LFBIT quality standards.

Area of Accountability	Expectations
	<ul style="list-style-type: none"> • Participates in formal and informal meetings to assist with problem solving and future driven interventions (not just reactionary). • Participates in team meetings and in-service education. • Undergoes regular supervision to ensure work meets contractual and procedural requirements • Maintains or obtains Enable NZ Wheeled mobility and Postural management credential level 1&2 with custom seating being a desirable accreditation to have or work towards. Access for basic equipment under household management. • Process AccessAble applications as relevant to assessment findings. • Participates with OT CCFR requirements.
Special Projects	<ul style="list-style-type: none"> • Special projects may be delegated to the Occupational therapist from time to time. Other areas of responsibility may also be negotiated with the Occupational therapist based on experience and special interest in the area.
Interpersonal Relationships/ Teamwork	<ul style="list-style-type: none"> • Demonstrates respect and integrity at all times. • Accepts and effects constructive change and/or criticism. • Displays a good team spirit and adopts a positive approach to work. • Empathises with others. • Demonstrates the ability to work independently but with the capacity to work as part of a team. • Acts primarily as a consultant in their area of profession. • Acts as a positive role model for all staff. • Utilises a leadership approach to support and assist fellow team members. • Communicates with clients, relatives, staff and community in a calm, professional manner that shows respect for individuals. • Uses effective problem-solving skills to complete required tasks and resolve conflict at the earliest opportunity. • Recognises, values and accommodates the differences among team members and seeks to support and assist where appropriate
Professional Development	<ul style="list-style-type: none"> • Undertakes responsibility for meeting the mandatory requirements of the Trust and any relevant professional bodies. • Participates in performance planning and review and the setting of performance objectives. • Identifies own learning requirements/deficits and develops a training plan in conjunction with manager. • Contributes to performance reviews of fellow team members. • Undertakes staff training as required (within expertise level)
Quality Improvement	<ul style="list-style-type: none"> • Participates in quality improvement activities as requested/required. • Documents and reports accidents and incidents accurately in accordance with policy. • Actively participates in quality assurance programmes and audits, to monitor and improve standards of care, completing requested documentation and audit activities within specified timeframes. • Supports continuous quality improvement. • Contributes to the quality management team activities. • Undertake internal audits as per the quality plan. • Adheres to quality and risk management protocols.

Area of Accountability	Expectations
	<ul style="list-style-type: none"> • Identifies areas for improvement and uses a Continuous Quality • Improvement approach to problem solving. • Encourages and responds to team members suggestions for improvements in work practices/customer service.
Organisational Culture	<ul style="list-style-type: none"> • Promotes good public relations through positive relations/interactions with clients, families, the public and all inter-disciplinary team personnel. • Establishes and maintains a cooperative relationship with all members of the LFBIT team, including clinical, management and support staff. • Maintains confidentiality in respect to LFBIT's, business, employees and clients. • Models LFBIT's values and adheres to policies and procedures.
Cultural understanding of the Treaty of Waitangi	<ul style="list-style-type: none"> • Understands and has knowledge of the Treaty of Waitangi • Promotes an awareness of ethnic and cultural differences, religious beliefs and obligations relating to the Treaty of Waitangi. • Displays cultural sensitivity and a willingness to work positively with organisational strategies to improve outcomes for Maori. • Respects diversity of cultural and religious beliefs amongst staff and clients.
Health & Safety	<ul style="list-style-type: none"> • Takes reasonable care of own health and safety • Takes reasonable care that own actions do not adversely affect the health and safety of other persons. • Cooperates with any reasonable workplace health and safety policy or procedure that has been notified to workers. • Complies, so far as reasonably able, with any reasonable instruction given by the Trust, so the Trust can comply with HSWA and regulations. • Ensures compliance with security requirements and is vigilant in all matters of security. • Recognises safety hazards and risks and initiates appropriate corrective actions. • Attends fire and evacuation lectures and participates in drills as required. • Ensures that all accidents/incidents/near misses are reported. • Reports and documents all lost time injuries and ensures serious harm injuries are reported to WorkSafe. • Systematically identifies and assess hazards and risks within the working environment and take all practical steps to control those hazards/risks.
Other Duties	<ul style="list-style-type: none"> • Undertakes other duties as requested by your Manager from time to time • Performs such duties in a timely, accurate manner and in accordance with the Trust's policies and procedures.

Qualifications, Experience and Personal Qualities

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Occupational Therapist with the Occupational Therapy Board of New Zealand 	
Experience	<ul style="list-style-type: none"> Knowledge of Spinal Injury, Brain injury, and general complex injury groups and the impact of these conditions on activity participation and equipment needs. Awareness of the impact on environment and personal factors on outcomes. Knowledge of rehabilitation disciplines within an interdisciplinary team. Knowledge of disability networks and ability to develop new networks and relationships. 	
Competencies	<ul style="list-style-type: none"> Coaching Conflict Resolution Motivating others Leadership Understanding of contractual requirements and regulatory framework Ability to educate families and relevant others on the consequences of managing with a complex injury within the scope of assessor's intervention. 	
Personal Attributes	<ul style="list-style-type: none"> Perceives the moods and feelings of others. Uses listening and observation skills to predict and prepare for others. Demonstrates cultural sensitivity. Understands the attitudes, interests, needs and perspectives of others. Understands behavioural boundaries and de-escalation requirements. Accepts change. Adapts to new environments. Able to compromise. Tolerant of obstacles, works to overcome them. Accepts behaviour challenges. 	

Agreed by

Signed _____
(Employee)

Date _____

Signed _____
(Chief Executive)

Date _____