

hardygroup

CANDIDATE INFORMATION PACK

xavier

OCCUPATIONAL THERAPIST

XAVIER CHILDREN'S SUPPORT NETWORK





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## EXECUTIVE SUMMARY

- **Clinical Support Role**
- **Holistic Approach to Service Delivery**
- **Supportive and nurturing work environment**

Xavier has a long and proud history of providing services for children with disabilities in Brisbane for over 70 years. Xavier's mission is to enable children with high support needs to live their best life in their family environment. To deliver on this, we continually evolve our services in consultation with our families and in partnership with other community organisations, to provide the support that our children and families need. We are proud to work with families throughout the greater Brisbane region.

Xavier is seeking Occupational Therapists to join their fabulous organisation. As a Xavier team member, you will be a part of an organisation that is committed to providing contemporary, evidence-based practice that is delivered in a range of environments. As an Occupational Therapist, you would be responsible for working in conjunction with a team of allied health professionals to create opportunities for children and young people with complex disabilities to achieve their goals promoting independence, decision-making, and inclusion in their communities. Through occupational therapy, we help children and young people to become more independent and participate in everyday life with more confidence and comfort, at home, at school, or out and about in their community.

As an ideal candidate, you will have a demonstrated understanding and commitment to the values of Xavier and the ability to engage with children and young people with complex needs. You will thrive on working in a team of allied health professionals understanding the important role that each team member plays. You will have a client-centered approach and be able to be flexible based on the needs of each family.

Xavier believes in providing a supportive and nurturing work environment with achievable KPIs and flexible working conditions. You will have opportunities to grow personally and professionally. Every day is different at Xavier.

For a confidential discussion, please contact Principal Consultant:

**Rhodie Miller**

M.+61 (0) 422 816 557

E: [rmiller@hardygroupintl.com](mailto:rmiller@hardygroupintl.com)

## XAVIER CHILDREN'S SUPPORT NETWORK

*To enable families of children with high support needs to maintain an appropriate quality of life in a family and community environment.*

The Catholic Archdiocese of Brisbane makes a positive impact on the lives of hundreds of thousands of Queenslanders every week. Good works are undertaken through our 98 parishes and 146 schools, and 190 kindergartens, childcare, aged care, disability care, family and domestic violence assistance services centres and outreach to some of the most vulnerable groups in our community.

The Archdiocese employs 16,000 people through its agencies such as Brisbane Catholic Education, Centacare, Evangelisation Brisbane and Xavier. This work brings the Archdiocese into contact with many areas of public policy and government decision making that impacts the Archdiocesan many stakeholders and clients. These policy areas include but are not limited to, education, social services, disability support, and aged care, end of life and family and domestic violence matters.

At Xavier, we have a long and proud history and have been providing services for children with disabilities in Brisbane for over 70 years. We came from humble beginnings when during the 1940s, a group of Catholic professional and businessmen known as the "Xavier Society" purchased a property in Coorparoo to serve as a home for children who had polio. Xavier Home opened in 1949. We have been a part of the Catholic Archdiocese of Brisbane since 2003.

Our mission is to enable families of children with high support needs to maintain an appropriate quality of life in a family and community environment. To deliver on this, we continually evolve our services in consultation with our families and in partnership with other community organisations, to provide the support that our children and families need. We are proud to work with families throughout the greater Brisbane region. As a Xavier Team member, you will be a part of a team that is committed to providing contemporary, evidence-based practice and working with our clients and families to achieve their goals. You will have opportunities to grow personally and professionally. Every day is different at Xavier.

It's the quality of the people who work at Xavier that underpins our culture and creates the enviable reputation we enjoy within our community. It's the calibre of our people that forms the heart of everything we do. Xavier people are dedicated to their professions and dedicated to making a real difference in the lives of children with complex health and disability support needs. Yet beyond providing the support services that enable our families, our organisation enables our workforce too.

### **Xavier offers its workforce:**

- Flexible engagement options
- Flexible, family friendly environment
- Generous paid parental leave
- Opportunity to manage your own caseload
- Clinical supervision and mentoring
- Generous professional development opportunities



**As a Xavier allied health professional:**

- You will join a team where you will be valued and supported
- You will experience generous professional development and mentoring programs
- You will receive generous salary packaging options including salary sacrifice
- You will experience a great work environment where you'll love coming to work each day

**Xavier people are:**

- Genuine
- Humble
- Trustworthy
- Wise
- Compassionate
- Approachable
- Resilient
- Inspiring
- Talented
- Passionate
- Energetic



[Xavier Values – online videos](#)

# ALLIED HEALTH PROFESSIONAL – OCCUPATIONAL THERAPIST

## POSITION PURPOSE

The Xavier Occupational Therapist is responsible for working in conjunction with a small multi-disciplinary team to create opportunities for children and young people with complex disabilities while enhancing the lives of their families. They will provide evidence-based services that will enable the client and their family to achieve their goals and promote independence, decision-making, and inclusion in their communities.

Our dedicated and experienced team of allied health professionals work with children and young people with developmental delay, physical disability, and congenital and genetic conditions. We work closely with families to help your child to do more of the things that they love. To develop the skills that they need to learn, to experience life, and to just be a kid. Through occupational therapy, we help children and young people to become more independent and participate in everyday life with more confidence and comfort, at home, at school, or out and about in their community.

### **Our areas of specialisation:**

Our team of allied health professionals is experienced in supporting children and young people with developmental delay, physical disability, and congenital and genetic conditions to improve their everyday lives.

This includes, but is not limited to, children who are diagnosed with or experience:

- Cerebral palsy
- Intellectual impairment
- Down syndrome
- Developmental concerns
- Developmental delay
- Global developmental delay (GDD)
- Spina bifida
- Epilepsy





## KEY DUTIES AND RESPONSIBILITIES

The Occupational Therapist is responsible for the following:

- Plan and provide Occupational Therapy services and outcomes that are contemporary, and evidence-based for client assessments, consultation, therapy interventions, and the use of assistive technology.
- Assess and provide occupational therapy support in complex equipment prescription, vehicle, and home modifications
- Meet daily billable targets
- Accurately complete client and organisational reports and records
- Maintain confidentiality in line with Code of Conduct and comply with all Xavier policies and procedures
- Work as part of a multi-disciplinary team
- Provide input into the development of practices, procedures, and protocols
- Develop and foster professional relationships with internal and external stakeholders
- Comply with all professional development requirements for the maintenance of registration with AHPRA as an Occupational Therapist
- Maintain and develop knowledge and clinical skills based on the latest evidence-based practice
- Undertake other reasonable duties as required or requested

View the full list of Key result areas, as well as the outputs, expectations, and KPI's in the [Position Description](#).

## SELECTION CRITERIA

The Occupational Therapist will demonstrate skill and knowledge in the following criteria:

1. Demonstrated understanding and commitment to the values and practice of Xavier and the ability to work sensitively and effectively with children and young people with complex needs
2. Demonstrated skills in working within a community care setting, in particular, the ability to work as part of a multidisciplinary team with a sound understanding of your role as an Occupational Therapist in this context
3. Demonstrated ability to organise and manage a caseload independently
4. Strong customer-centred focus with the ability to professionally communicate, consult, and support clients to identify and achieve their needs and goals
5. Demonstrated sound, evidence-based clinical reasoning
6. Demonstrated innovative problem-solving skills within the context of issues faced by children and young people with complex health and disability needs
7. Demonstrated ability to work both autonomously and collaboratively with colleagues and stakeholders to ensure a seamless service to clients and their families
8. Demonstrated effective verbal and written skills with emphasis on interpersonal communication skills, establishing trust and rapport, maintaining confidentiality and record-keeping
9. Demonstrated competence in information technology including client management systems, mobile devices/ applications, and Microsoft Office suite.

## QUALIFICATIONS & KNOWLEDGE

The incumbent is required to have the following:

- The possession of a recognised tertiary qualification in Occupational Therapy and current registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Occupational Therapist.
- Demonstrated ability to comply with the profession's code of ethics and function in accordance with legislation affecting Occupational Therapy practice and all professional development requirements for maintenance of membership with the Occupational Therapy Board of Australia.

View more of the practical and essential requirements in the [Position Description](#).

## REPORTING & KEY RELATIONSHIPS

The Occupational therapist reports directly to the Manager of Allied Health.

### **Internal Stakeholders:**

- Allied Health team
- Support Services (Direct Care)
- Health teams and administrative support

### **External Stakeholders:**

- Clients, Family members/carers/other stakeholders
- Funding bodies
- Referral Agencies

## USEFUL LINKS

- [Position Description](#)
- [Xavier Website](#)
- [Xavier's Strategic Plan](#)



## EMPLOYMENT TERMS & CONDITIONS

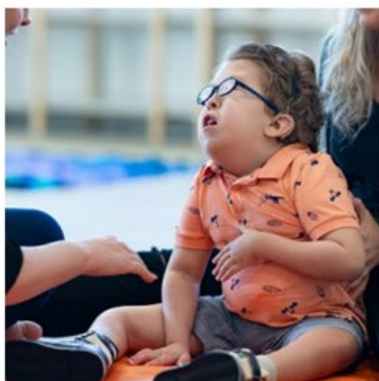
### REMUNERATION

- Ranges from 82,500 – 113,400 depending on experience.
- Access to a professional development budget.
- Professional Development opportunities including paid time up to 37.5 hours.
- Clinical supervision and mentoring specifically designed to meet your individual training and professional needs, up to 50 hr per year.
- A salary packaging option that provides an additional benefit which is equivalent up to \$9,700 pre-tax amount on top of your remuneration package.

### PRE-EMPLOYMENT PROBITY CHECKS

Information on a person's suitability for appointment is obtained for all appointments. Potential appointees will be asked whether there are any reasons why they should not be appointed such as: Information on a person's criminal history and other associated probity checks will be sought from those candidates whose application has progressed to shortlisting for interview.

Applicants unsure about the definition of disclosable criminal convictions or status of any criminal conviction may wish to seek legal advice in responding to the probity check questions. (A 'disclosable' conviction is recorded by the court and has not been rehabilitated or spent under the Criminal Law (Rehabilitation of Offenders) Act 1986 and, in the case of Commonwealth convictions, the Crimes Act 1914 (Commonwealth), and does not breach the confidentiality provisions of the Youth Justice Act 1992.)



## HOW TO APPLY

The reference number to include in your application is [H23\\_4634](#)

**For a confidential discussion, please contact Principal Consultant:**

**Rhodie Miller**

**M: +61 (0) 422 816 557**

**E: [rmiller@hardygroupintl.com](mailto:rmiller@hardygroupintl.com)**

Please submit your application via the HG website [HERE](#).

**Note: Please use the online platform to submit your application.**

If you require assistance in submitting your application online, please contact Senior Executive Search Coordinator, Rebecca Fischle, (E) [rfischle@hardygroupintl.com](mailto:rfischle@hardygroupintl.com) (M) +61 (0) 403 224 716

*It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period and arrange to resend your application if necessary.*

**Your application must include:**

1. Completed HG Application Form
2. Cover letter addressed to the Principal Consultant.
3. An up-to-date copy of your Curriculum Vitae

## REFEREES

You will need to provide details of three (3) professional referees. To do so, complete the relevant fields in the Candidate Profile. You should carefully consider who you select to approach to provide reference advice. Your current manager must be included. It is customary for referee reports to be requested after interview and if you are the preferred candidate, your permission will be requested prior to contacting your referees.

## PERSONAL INFORMATION

HG complies with the Privacy Act 1988 (Cth), all applications are treated by HG in strict confidence, however in submitting an application you are extending permission to share your application with the Selection Panel.

Personal Information will be used to assess your suitability for appointment to this Positions Health Services. As part of the selection process, personal information will be dealt with in accordance with HG's Privacy Policy and the Information Privacy Act 2009.

**POSITION DESCRIPTION: Occupational Therapist**

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**Position Details**

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<b>Position Title:</b>	<b>Occupational Therapist</b>
<b>Reports To:</b>	Manager Allied Health
<b>Positions Supervised:</b>	N/A
<b>Internal Stakeholders:</b>	Allied Health team, Support Services (Direct Care), Health teams and administrative support
<b>External Stakeholders:</b>	Clients, Family members/carers/other stakeholders, Funding bodies, Referral Agencies

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**About Xavier**

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At Xavier, we have been providing disability support to children and young people with health and disability needs since 1949. Our focus is on the provision of a range of multi-disciplinary services to help children and young people with high needs to live the best lives possible with their family. We are part of the Catholic Archdiocese of Brisbane and have an established reputation for the provision of high quality care to children and young people within their home environment.

We work with families to tailor our services to meet the individual needs of each child or young person with complex needs and/ or health conditions and disabilities including physical, neurological, sensory, intellectual and developmental delay.

Our committed and engaged teams of professionals work in the areas of:

- Occupational Therapy
- Physiotherapy
- Speech Pathology
- Equipment, Home and Vehicle Modifications
- Music Therapy
- Nursing
- Support Workers
- Short Term Accommodation
- Counselling

At Xavier, our Values are at the heart of everything we do. The Xavier values are that each child with a disability:

- Is treated with dignity and as a valued part of their community
- Has a right to and are best placed within a nurturing family environment.
- Has the right to reach their individual potential and appropriate level of independence
- Has the right to participate in inclusive community activities available to all children
- And their families have a right and are empowered to make decisions concerning the services they receive.



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### **Position Summary**

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The Xavier Occupational Therapist is responsible for working in conjunction with a small multi-disciplinary team to create opportunities for children and young people with complex disabilities while enhancing the lives of their families. They will provide evidence based services that will enable the client and their family to achieve their goals and promote independence, decision making and inclusion in their communities.

## Key Responsibilities

Key Result Area	Task Description	KPI
<b>Service Delivery – Client Services</b>	<p><b>Provide high quality Allied Health intervention:</b></p> <ul style="list-style-type: none"> <li>Plan and provide Occupational Therapy services and outcomes that are contemporary and evidence based for: <ul style="list-style-type: none"> <li>- <i>client assessments</i></li> <li>- <i>consultation</i></li> <li>- <i>therapy interventions</i></li> <li>- <i>use of assistive technology.</i></li> </ul> </li> </ul> <p><i>(Level 2 will independently apply professional knowledge and judgement to novel, complex or critical tasks relevant to discipline)</i></p> <ul style="list-style-type: none"> <li>Assess and provide occupational therapy support in complex equipment prescription, vehicle and home modifications</li> <li>Prioritise and manage clients as appropriate to client caseload</li> <li>Ensure integrated service delivery and follow up, coordinating and communicating as required with internal and external stakeholders.</li> <li>Contribute to the development of the allied health business plan and service development</li> <li>Collaborate with team members and assist clients and their families to gain maximum benefit from Xavier services</li> </ul>	<ul style="list-style-type: none"> <li>Clients and/or family members achieve goals and outcomes</li> <li>Evidence based services are provided through sound clinical skills and reasoning</li> <li>Services provided incorporate principles of person or family-centred practice and facilitates inclusion in communities, enables independence and decision-making skills</li> <li>Therapy assessment, consultation and interventions (including assistive technology) are appropriate for the management of clients complex conditions, appropriate to discipline and client caseload</li> <li>Clients are accessing other services as appropriate</li> <li>Professional and empathetic approach</li> </ul>
<b>Client Records and Billing</b>	<ul style="list-style-type: none"> <li>Meet daily billable targets</li> <li>Accurately complete client and organisational reports and records</li> </ul>	<ul style="list-style-type: none"> <li>Daily targets are understood and met</li> <li>Timesheets are entered daily</li> <li>Services are delivered within the client's financial and funding body boundaries, and Xavier guidelines</li> <li>Client file notes, records, reporting and written communication are completed to a high standard in a professional and timely manner and in accordance with Xavier requirements and standards</li> </ul>
<b>Stakeholder Management and Relationships</b>	<ul style="list-style-type: none"> <li>Maintain confidentiality in line with Code of Conduct and comply with all Xavier policies and procedures</li> <li>Work as part of a multi-disciplinary team</li> </ul>	<ul style="list-style-type: none"> <li>Confidentiality is maintained</li> <li>Fully compliant with Xavier policies and procedures</li> </ul>

Key Result Area	Task Description	KPI
	<ul style="list-style-type: none"> <li>• Provide input as into the development of practices, procedures and protocols</li> <li>• Develop and foster professional relationships with internal and external stakeholders</li> <li>• Collaborate and communicate with clients and team members to facilitate client outcomes</li> <li>• Promote Xavier services and contribute to marketing efforts</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships that benefit clients and Xavier are developed and maintained</li> <li>• Interpersonal and verbal communication skills are of high standard</li> <li>• Effective working relationships established</li> </ul>
<b>Professional Standards, Quality, Risk Management, Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Comply with all professional development requirements to maintenance of registration with AHPRA as an Occupational Therapist</li> <li>• Maintain and develop knowledge and clinical skills based on the latest evidence-based practice</li> <li>• Seek out professional mentoring and/or supervision to foster self-reflective learning and continuous improvement <i>(Level 2: Provides supervision of colleagues as allocated by Manager)</i></li> <li>• Contribute pro-actively to a culture of continuous improvement and learning</li> <li>• Contribute to the evaluation and analysis of organisational work/projects including development of internal policies and resources</li> <li>• Implement appropriate risk management processes.</li> <li>• Promote safe work practices for self and others in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional standards are met and maintained</li> <li>• Undertake Professional Development to enhance and develop knowledge beneficial for the client</li> <li>• Knowledge gained from professional development activities is shared with colleagues</li> <li>• Undertake Mentoring/supervision</li> <li>• Quality Management objectives met</li> <li>• Risk Management and WHS Compliance</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Undertake other reasonable duties as required or requested</li> </ul>	<ul style="list-style-type: none"> <li>• Additional tasks are undertaken and completed as requested</li> </ul>



## Skills, Knowledge and Abilities

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1. Demonstrated understanding and commitment to the values and practice of Xavier and the ability to work sensitively and effectively with children and young people with complex needs
2. Demonstrated skills in working within a community care setting, in particular the ability to work as part of a multidisciplinary team with a sound understanding of your role as a Occupational Therapist in this context
3. Demonstrated ability to independently organise and manage a caseload
4. Strong customer centred focus with the ability to professionally communicate, consult and support clients to identify and achieve their needs and goals
5. Demonstrated sound, evidence based clinical reasoning
6. Demonstrated innovative problem solving skills within the context of issues faced by children and young people with complex health and disability needs
7. Demonstrated ability to work both autonomously and collaboratively with colleagues and stakeholders to ensure a seamless service to clients and their families
8. Demonstrated effective verbal and written skills with emphasis on interpersonal communication skills, establishing trust and rapport, maintaining confidentiality and record keeping
9. Demonstrated competence in information technology including client management systems, mobile devices/ applications and Microsoft office suite.

\*\* Level 2 positions require higher levels of clinical skills and knowledge gained from relevant experience. Must possess the ability to provide professional supervision of colleagues.

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## Qualifications / Experience

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- The possession of a recognised tertiary qualification in Occupational Therapy and current registration or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Occupational Therapist.
  - Demonstrated ability to comply with the professions code of ethics and function in accordance with legislation affecting Occupational Therapy practice and all professional development requirements for maintenance of membership with the Occupational Therapy Board of Australia.
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## Practical Requirements

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- Willingness to obtain national police certificate
- Medicare provider number or willingness to obtain
- Current Queensland drivers licence and reliable vehicle – essential
- Willingness to work flexible hours as required, including the requirement to travel within the surrounding regions
- Australian citizenship or permanent residency.