

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>		<b>Position Title:</b> OCCUPATIONAL THERAPIST – CLINIKIDS		
<b>Division:</b>	Autism Research	<b>Department:</b>	Clinical Services	
<b>Position reports to: (role)</b>	Clinical Lead - CliniKids			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco, WA 6008			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>CliniKids is a new clinical service operating within Telethon Kids Institute providing intervention and diagnostic services for young children with developmental delays and/or autism spectrum disorder, and their families. The multidisciplinary team at CliniKids works closely with the world-leading Autism Research Team at Telethon Kids Institute led by Professor Andrew Whitehouse. This unique collaboration creates an exciting opportunity to blend clinical practice and research in a clinical setting. CliniKids offers a range of evidence-based interventions. Currently, this includes manualised intervention approaches (e.g., Preschool Autism Communication Therapy, Early Start Denver Model), as well as targeted allied health therapy services. Key to CliniKids is the close measurement of outcomes for children receiving services, as well as the prompt translation of new intervention-research findings into practise. There is also scope for CliniKids to develop new interventions that can be scientifically tested by the Autism Research Team at Telethon Kids.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<b>Clinical role</b>	80%	<ul style="list-style-type: none"> <li>• Provide manualised interventions as selected by CliniKids (i.e., ESDM, PRT, PACT).</li> <li>• Provide discipline specific interventions as appropriate to qualification (i.e., speech pathology, occupational therapy, clinical psychology)</li> <li>• Liaise with other clinic professional staff to manage complex cases</li> <li>• Patient and family liaison and involvement</li> <li>• Comply with appropriate standards and reporting requirements including for Medicare, NDIS and other funders</li> <li>• Comply with professional and practice management standards using approved systems.</li> <li>• Contribution to improvements in clinical practice standards in collaboration with the clinical and research teams</li> </ul>	<ul style="list-style-type: none"> <li>• Fidelity in intervention administration maintained</li> <li>• Accurate outcome data collection and data entry.</li> <li>• Timely record keeping</li> <li>• Timely billing</li> <li>• Medicare Income received</li> <li>• NDIS Income received</li> <li>• Sustainable operations</li> <li>• Best practice approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Data and record audits</li> <li>• % service time for clinicians</li> <li>• Income vs Budget</li> <li>• Funder report timeliness</li> <li>• Compliance with contractual obligations</li> </ul>
<b>Professional Development</b>	10%	<ul style="list-style-type: none"> <li>• Keep up-to-date with current autism research related to diagnosis and intervention.</li> <li>• Undertake certification in diagnostic tools or therapy approaches as required.</li> <li>• Undertake appropriate professional development activities to keep up to date and meet own professional development needs.</li> <li>• Create interest groups for professional development support.</li> <li>• Liaise with autism team and external stakeholders eg universities and other State Child Development Centres as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality standards upheld</li> <li>• Professional development fostered</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development activities undertaken</li> <li>• Certifications</li> <li>• Contributions to journal clubs, interest groups, conferences.</li> </ul>
<b>Autism Team &amp; Institute Engagement</b>	5%	<ul style="list-style-type: none"> <li>• Participate in forums and activities of the Autism team</li> <li>• Support for Autism team research initiatives</li> <li>• Work with the autism research team to assist clinical service research projects for the purposes of grants/tenders and contracts.</li> <li>• Participate in clinical supervision and peer sessions</li> <li>• Participate in Institute forums and events</li> </ul>	<ul style="list-style-type: none"> <li>• Service design &amp; refinement</li> <li>• Consumer engagement</li> <li>• Service innovation</li> <li>• Research participation</li> <li>• Engagement with Institute</li> </ul>	<ul style="list-style-type: none"> <li>• Autism team feedback</li> <li>• Institute feedback</li> <li>• Research project participation</li> </ul>
<b>Other Duties</b>	5%	Other duties as requested by the Clinical Services Manager or Centre Director consistent with skills, time and capacity.	<ul style="list-style-type: none"> <li>• As directed</li> </ul>	<ul style="list-style-type: none"> <li>• As directed</li> </ul>

## ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Qualifications in occupational therapy that are recognised by APHRA or equivalent professional body.
- 'Practising Member' of a Professional body.

**Skills, Knowledge & Experience:**

- Eligible for a Medicare provider number
- Eligible as a provider for WA NDIS and / or NDIA
- Minimum five years clinical experience providing intervention to pre-school children with autism
- Strong clinical skills in the assessment, diagnosis, and therapy/intervention with pre-school children with autism
- A sound understanding of a range of evidenced based autism interventions.
- Highly developed interpersonal skills appropriate to establish and maintain effective relationships with colleagues, clients, families and the wider community.
- Strong written and verbal communication skills.
- An ability to work effectively as part of a multi-disciplinary team.
- A commitment to ongoing professional development.
- Excellent time management and organisational skills.
- A strong work ethic with a flexible, collaborative team approach
- A current Working with Children Check and National Police Clearance

**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:**

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

**Skills, Knowledge & Experience:**

- Knowledge of and/or experience with PACT, ESDM, PRT therapies
- Experience with conducting or collaborating with research projects
- Experience providing services under DSC, NDIS WA and / or NDIA
- Experience providing services under Medicare
- Has a Medicare provider number
- Is a provider for NDIS

**SCOPE:**

**Financial accountability:** Does this role have accountability for a budget?

No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

No

No. of indirect reports

Potentially student or volunteer placements

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

CliniKids  
Director

Immediate level of supervision

CliniKids Clinical  
Services Manager

Other roles reporting to immediate supervisor

		Clinical Lead			
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Direct reports (role x no.)

		<i>Occupational Therapist</i>			
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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

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