

Position Description

Position title:	Occupational Therapist	Reports to:	Manager Specialist Support Services
Program / Department:	Community Pathways	Primary work location/s:	WestCare Centre
Direct reports:	Not Applicable	Key stakeholders:	Westcare Health Service partners, Adelaide PHN
Award:	Health Services Award	Classification:	AHP2

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

Integrity Ensuring personal and corporate transparency and the highest ethical standards.	Compassion Treating people and communities with empathy, dignity and fairness.	Empowerment Releasing individual strengths that promote personal and community transformation.	Innovation Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
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About the role

WestCare Centre works with people experiencing homelessness, food insecurity and on low income. Our pathways statement is that "we are a community of faith, hope and love seeking to end homelessness, improve health and wellbeing and lead generational change". Alongside the Westcare Centre is the Westcare Health Service, a place-based partnership health service seeking to improve the health & wellbeing of those experiencing or at risk of homelessness.

As an Occupational Therapist with Baptist Care SA in the Multidisciplinary Care Team Project role at the WestCare Centre, your aim is to firstly build trust & rapport with our community which will then enable you to enhance access to allied health care and connection to services for individuals experiencing homelessness, prioritising those identified on the 'By Name List'. The Occupational Therapist will provide high quality,

evidence-based Occupational Therapy services to people, incorporating a practice based on person-centred, culturally safe, trauma-informed, and strength-based approaches. Support to enable individuals to access, engage with, and navigate healthcare systems is a priority and the role contributes to improved health outcomes through collaboration, capacity building, and coordination across health and social service networks.

Role responsibilities

Occupational Therapy Assessment and Intervention

- Providing an effective, high quality occupational therapy service, based soundly on the principles of best practice and established occupational therapy professional standards. This will include:
- Providing clinical services incorporating:
 - Client assessment, clinical reasoning, motivational interviewing to empower individuals towards self-management of health conditions
 - Addressing the barriers clients may be experiencing or holding them back from accessing health services
 - Person centred plan development, implementation and evaluation based on individual needs and circumstances
 - Connection and referral for health needs, in consultation with the client and with their consent
 - Use of performance indicators and outcome measures to ensure care meets client needs
- Providing a timely and responsive service in accordance with pre-determined key performance indicators
- Planning and delivering support in accordance with the objectives of the relevant program.
- Utilising occupational therapy interventions that focus on restoring, improving or maintaining client's independent functioning and wellbeing.
- Contribute to and support stakeholder engagement

Exceptional Client Service

Deliver exceptional service to Baptist Care SA clients by:

- Interacting respectfully and building genuine, caring relationships, trust and rapport within the Westcare community
- Communicating with clarity and compassion
- Delivering care that is responsive to a client's identity, culture and background, and in accordance with their preferences
- Equipping clients with the information they require to make informed decisions about their care and services
- Delivering a timely, professional response to client feedback and complaints and actively assisting with addressing and resolving these matters

Reporting and Compliance

Provide high quality services, in accordance with organisational and legislative requirements by:

- Understanding and embedding the principles of Baptist Care's Tapa Marni-Apinthi Practice Framework into daily practice, support plan development and service delivery.
- Contributing to continuous improvement through systematic service evaluation and the initiation of improvement activities.
- Maintaining timely, accurate client and organisational records
- Fulfilling monthly reporting requirements.
- Attending all meetings as required, and actively participating in discussions when relevant

- Complying with Baptist Care SA policy and procedures
- Providing reports as requested by management

Leadership/Individual & Team Objectives

Meet individual and team objectives by:

- Contributing to team workplace innovation, change and quality improvement activities
- Effectively liaising with team members to support achievement of quality client outcomes
- Participating in the orientation, training and development of project staff, when requested

Professional Network and Knowledge

Meets individual and organisational objectives by:

- Maintaining currency of current knowledge through independent study and engagement in professional development activities
- Maintaining an affiliation with relevant professional bodies
- Participating in performance and development planning

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.
- Meets individual or team objectives as determined by Divisional business plan for each financial year.

About you

The qualifications you bring

- Tertiary qualification in Occupational Therapy and current registration with the Australian Health Professional Regulation Agency

The experience you bring

- Demonstrated ability to assess Occupational Therapy needs – including an ability to connect with people who may have high levels of vulnerability, respond intentionally and in a time responsive manner as required.
- Connect with external stakeholders and within scope and professional guidelines demonstrate flexibility in approach to support people access the services they require.
- Knowledge of wellness and re-ablement approaches and consumer directed care
- Demonstrate an understanding and appreciation of BaptistCare's Christian identity and promote the organisation's values through interactions at work
- Demonstrated ability to work in a multi-disciplinary team, and independently
- Excellent written and verbal communication skills
- Demonstrated computer literacy and willingness to utilise required software

The competencies (knowledge, skills and behaviours) you bring

- Demonstrated ability to deliver training to staff
- Strong interpersonal and communication skills, with an ability to engage with people from diverse backgrounds.
- Demonstrates adaptability and creative responsiveness to engage effectively with individuals and communities in dynamic or unanticipated situations
- Capacity for reflective practice, flexibility, and professional boundaries.
- Commitment to collaboration, learning, and continuous improvement.

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- National Police Clearance as per the Background Screening Check Policy
- Training – Safe Environments for Children and Young People
- Training – Apply First Aid (min HLTAID012)
- A valid full South Australian drivers' license (C Class)

Desired Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in a faith based or community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Desired Requirements

- You will successfully complete all prescribed mandatory training and participate in an annual plan and appraisal development process
- It is a requirement of the role that you undergo a Police Background Check
- This is not a complete list of what is expected in your role. You are required to complete additional tasks that may be asked of you having regard for your skills, training and experience

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	People and Culture Business Partner	Version:	1
Effective Date:	December 2025	Review Date	December 2028