


# Banana Shire Council Job Application Package

<b>Position Title:</b>	<b>Occupational Therapist</b>
<b>Vacancy Reference Number:</b>	<b>18/19-077</b>
<b>Department:</b>	<b>Corporate &amp; Community Services</b>
<b>Location:</b>	<b>Biloela</b>
<b>Employment Status:</b>	<b>Casual</b>
<b>Recruitment Commences:</b>	<b>Monday 18 February 2019</b>
<b>Recruitment Closes:</b>	<b>Monday 4 March 2019</b>
<b>Enquiries to:</b>	 <p>Human Resources Section            Phone: (07) 49 929 500            Fax: (07) 49 923 493            Email: <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p>
<b>How to Apply:</b>	<ul style="list-style-type: none"> <li>• Complete this Job Application Package</li> <li>• Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description)</li> <li>• Submit a detailed Resume</li> <li>• Attach copies of any relevant qualification/tickets/licences</li> </ul>
<b>How to submit your Application:</b>	<p><b>Email:</b> <a href="mailto:enquiries@banana.qld.gov.au">enquiries@banana.qld.gov.au</a></p> <p><b>Post:</b> Attention: Ray Geraghty            Chief Executive Officer            Banana Shire Council            PO Box 412            Biloela QLD 4715</p> <p><b>Fax:</b> (07) 4992 3493</p> <p><b>In person:</b> Banana Shire Council Admin Office, Valentine Plains Road,            Biloela</p>



# Banana Shire Council

## Application for Employment

APPLICANT DETAILS								
POSITION APPLYING FOR: Occupational Therapist				VRN: 18/19-077				
FAMILY NAME:				GIVEN NAME(S):				
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____								
MAILING ADDRESS:				MOBILE NO:				
POSTCODE:				TELEPHONE NO:				
EMAIL ADDRESS:								
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?								
<input type="checkbox"/> The Central Telegraph		<input type="checkbox"/> Gladstone Observer			<input type="checkbox"/> Brisbane Courier Mail			
<input type="checkbox"/> Rockhampton Morning Bulletin		<input type="checkbox"/> Chinchilla News			<input type="checkbox"/> Western Star			
<input type="checkbox"/> Other Newspapers _____		<input type="checkbox"/> Posters/Mail outs			<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____						
<b>LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)</b>								
Class of Licence:		<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional			<input type="checkbox"/> Learners			
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
<b>PLANT OPERATOR TICKETS (Originals <i>must</i> be presented upon, or prior to, commencement of employment as requested by Council)</b>								
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):								
<b>BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)</b>								
Do you possess a Blue Card issued by the Commissioner for Children and young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)</b>								
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)</b>								
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School								
Course Name:				Year Qualification Obtained:				
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of Establishment: _____ Country (If outside Australia): _____								

**WORK RELATED REFEREES**

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

**EMPLOYMENT HISTORY (Mandatory)**

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;  
 1. Length of Service  
 2. Position Title held at time of resignation

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**PERMISSION / DECLARATIONS**

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.  
  
 Yes  No  
  
 If yes, please indicate persons you have an association with: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees & the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY COLLECTION NOTICE:**

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.  
 Council is an Equal Employment Opportunity Employer



## BANANA SHIRE COUNCIL POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist
<b>Employment Status:</b>	Casual
<b>Level:</b>	P02
<b>Employment conditions:</b>	Queensland Public Service Officers and Other Employees Award – State 2015 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
<b>Department:</b>	Corporate and Community Services
<b>Location:</b>	Community Resource Centre
<b>Reports to:</b>	Senior Program Advisor
<b>VRN and Position No:</b>	18/19-077

### **Purpose of the Role**

Provide Occupational Therapy services to CRC clients under Service Agreements negotiated between Banana Shire Council and other organisations and individuals.

### **Key Role Functions**

This position is responsible for the following functional areas:

- Delivery of Occupational Therapy services
- Customer service

## Key Duties

- Assessment and provision of intervention for children with a range of disabilities, developmental delays and learning difficulties
- Resource and equipment development and selection, prescription and utilisation
- Contributing to the management of the resource library by advising on resource selection and categorisation, care and storage
- Consulting with CRC colleagues, clients and other professionals regarding selection, trial and ongoing use of resources, preparing guidelines for use of resources
- Accurately recording client intervention for reporting and billing purposes
- Completing relevant paperwork relating to assessments and interventions including client case notes
- Report writing
- Contributing to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Perform all tasks in accordance with appropriate technical standards, branch and departmental quality and operational policies and procedures
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- Undertake routine administrative tasks as required by the position
- Participate in training, exercises and response to Disaster Management and Recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## **Organisational Commitments**

### **Workplace Health and Safety**

- Be aware of Banana Shire Council's Workplace Health and Safety Management system
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

### **Corporate**

- Comply with customer service standards
- Comply with Council's Code of Conduct
- Comply with Council's Environmental Policy
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures
- Comply with Disaster Management policies and procedures

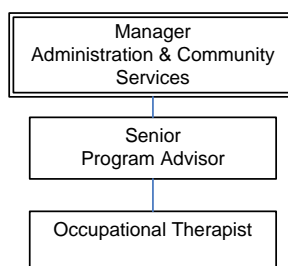
## Key Performance Indicators

- Therapy programs are designed and implemented to provide optimum client outcomes
- Reporting deadlines are consistently met
- Session notes and progress reports are evidenced
- Work is performed in a manner that ensures the safety and health of employees, contractors, and the community
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- All liaison carried out in a professional manner being a positive ambassador for Banana Shire Council
- Consistently meets corporate obligations
- Council's Policies and Procedures are followed
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required
- Undertake other relevant duties as directed, consistent with skills, competence and train
- Participate in professional self-development opportunities

## Delegations of Authority

- Nil

## Organisational Reporting Arrangements



## Selection Criteria

The details of the Selection Criteria may be found in Appendix A

## Specific Entitlements/Conditions:

The incumbent of this position has been identified as a person working in an "at risk work location" or is an "at risk" worker. It is compulsory that the incumbent be protected by the relevant immunisation in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, flu, hepatitis A and B.)

## Authorisation

Director                      Simon Graham  
Date                              19 April 2016  
Date originated:              19 April 2016  
Date reviewed:                15 February 2019

## Incumbent Signature

**Position:                      Occupational Therapist**

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that the key duties represent the minimum requirements to perform the duties at the current level. **To be signed by the successful applicant upon acceptance of offer.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix A

SELECTION CRITERIA	WEIGHTING (%)
<b>SC1</b> Tertiary qualification in Occupational Therapy and current registration with Occupational Therapy Board of Australia and Australian Health Practitioner Regulation Agency  Current C class drivers licence	MANDATORY
<b>SC2</b> Demonstrated experience in paediatric related field and working with children with Autism.	40%
<b>SC3</b> Excellent communication, conflict resolution, negotiation and interpersonal skills.	30%
<b>SC4</b> Demonstrated time management skills together with the ability to provide a flexible therapy experience where necessary.	20%
<b>SC5</b> Sound knowledge and commitment to EEO and WHS practices and principles.	10%