

## Position Description

|                |                                                            |
|----------------|------------------------------------------------------------|
| Position       | Seating Technician                                         |
| Work Area      | St Giles - Focus AT (Assistive Technology) Team            |
| Location       | North                                                      |
| Responsible To | Manager – Assistive Technology Retail and Technical Centre |
| Salary         | Negotiable based on skills, experience, and qualifications |

### Position Summary

Reporting directly to the Assistive Technology Retail and Technical Centre Manager, the Seating Technician specialises in and works collaboratively within a multidisciplinary team to assist in the assessment, prescription, customisation, fitting, repair, design and manufacture of seating and mobility equipment, tailoring solutions that provide quality outcomes and comfort for our participants.

### Key Responsibilities

- Work collaboratively with therapists to provide technical input during AT assessments and reviews, including involvement in the participant interview, taking clinical measurements, assessment of equipment condition & safety, and providing technical advice to assist decision making related to AT product selection.
- Provide technical input to support equipment recommendations, in collaboration with therapists, including involvement in equipment scripting, product research, and ensuring product compatibility.
- Sourcing and co-ordination of demo equipment for trial.
- Work collaboratively with therapists on concept & design, manufacture and fitting of custom seating solutions, and communicate design requirements and modifications (tailored participant needs) with manufacturers, and/or their agents.
- Support and assist the delivery of finished products to participants.
- Complete scheduled servicing, repairs and maintenance on a wide range of AT products including minor electrical/electronic repairs and programming of wheelchair control systems, both in the workshop and at off-site locations.
- Undertake all tasks and actions with consideration as to the scope of the technician's role and seek direction from therapists as required.
- Liaising with external agencies, including suppliers, support co-ordinators, external therapists.
- Work collaboratively with other Seating Technicians to provide mutual support, maintain high standards of work, quality assurance and a positive work environment.
- Seek authorisation and raise requests for the manufacture of components/parts to support participant requirements where no other off the shelf products are available.
- Maintain stock levels of workshop consumables in line with procedures and requirements.
- Co-ordinate procedure for incoming goods / equipment.
- Identify and stay informed of new AT and mobility products and services, supporting our ability to remain innovative and tailor solutions to meet individual participants needs.
- Attend all relevant professional development opportunities and AT demonstrations.
- Maintain timely and accurate participant documentation through all phases of work processes, including technical document/design files for regulatory compliance and to fulfil general administrative requirements.
- Maintain effective workflow and timelines for scheduled appointments/services, maximising quality participant outcomes in an efficient manner whilst supporting and achieving claimable hour targets.
- Maintain up to date Standard Operating Procedures (SOPs), MSDS records, annual stocktake and other operational records and processes.
- Maintain workshop cleanliness and plant equipment maintenance.
- Process purchase orders in line with supplier quotes for products via Approval Max and prepare quotes for service as required.
- Actively participate in all relevant operational meetings, including scheduling meetings, team meetings and planning meetings.

## Position Description

### Agility Statement

The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the job and may be subject to change. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time as necessitated by operational needs.

### Health, Safety and Wellbeing Requirements

- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, participants, and visitors.
- Comply and promote awareness of WHS policies and procedures to participate in the achievement of a safe working culture.
- Where appropriate, participate in workplace inspections, incident reporting and investigations, provide information, instruction and coaching.

### Performance Review

Performance reviews will be conducted using the Organisation's Performance Management Process.

### Qualifications/ Requirements

#### Essential

- Secondary trade skills and/or qualifications
- Sound computing skills, particularly Microsoft Office and Customer Management Systems (CMS).
- Current Unrestricted Tasmanian Driver's Licence.
- Required to provide a satisfactory National Police Check, NDIS Worker Screening and Working with Vulnerable People Check.
- Provision of a satisfactory Employment Medical Report.
- May be required to work out of hours, with some intrastate travel.

#### Desirable

- A thorough knowledge of AT equipment, technical specifications, equipment compatibility and methods for equipment adjustment.
- Experience and knowledge relevant to the practice of Rehabilitation Engineering related to pressure management, functional and specialised seating techniques and mobility systems.
- Experience working with and knowledge of a wide range of disability types (including spinal injuries, neurosurgical, neurological, rheumatoid arthritis and ageing populations).
- Well-developed knowledge of the Disability Services Sector, including the National Disability Insurance Scheme.

#### Selection Criteria

- Ability to remain flexible, adaptable and employ innovative approaches to problem solving in technical / trade specialty.
- Ability to use initiative and operate effectively in all situations.
- Ability to plan, organise, prioritise and manage own workload and time, including working to schedules, maintaining claimable hours targets and working within funding parameters.
- General understanding of Allied Health roles, funding processes and guidelines, principals of AT service delivery, common postural support strategies, and common disabilities, diagnoses and conditions.
- Positive attitude towards diversity and inclusion, particularly related to access and participation in life roles, for people with disabilities.

### Authority

This Position Description has been written with the approval and authority of the Chief Executive Officer and the Executive Leadership Team and outlines the expectations and primary functions of the above named position.

### The Employee

I acknowledge that my duties and responsibilities are as outlined in this position description.  
I further acknowledge that my duties may be varied from time to time.

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