

# Position Description: Product Specialist

<b>Reports to</b>	General Manager Freedom Wheels	<b>Location</b>	Melbourne
<b>Direct reports</b>	N/A	<b>Hours</b>	Full time
<b>Award</b>	Health Professionals Award	<b>Date prepared</b>	September 2023

## About Freedom Solutions

Freedom Solutions operates across NSW and Victoria. It is a volunteer-based, not for profit organisation providing assistive technology solutions and occupational therapy services for people living with disability and older people. For over 40 years we have been a valued stakeholder in the disability services sector, enabling our clients to achieve their goals through the:

- Design and construction of custom assistive technology otherwise commercially unavailable;
- Modification of commercially available equipment to suit clients' individual needs;
- Freedom Wheels customised Bike Service; and
- Provision of specialised technical advice to clients.

## Our Mission

Freedom Solutions changes the lives of people living with a disability by providing personalised technology, equipment and services.

## Our Values

**Innovation:** We inherently push the boundaries of assistive technology, developing life- changing solutions through our commitment to innovation.

**Financial Sustainability:** We are committed to financial sustainability through responsible financial management and revenue growth.

**Collaboration:** We recognise our success is built on cross-functional teamwork. We believe results only come through effective collaboration.

**Customer Centred:** We are committed to a positive client experience at every stage. We achieve this through quality products and services and through continuous improvement.

**Integrity:** We act honestly and ethically. Through integrity we build strong relationships with clients and volunteers, ensure quality, and promote a positive workplace culture.

## Position Purpose

This role, based in Abbotsford, will be servicing our Freedom Wheels team and will work with staff, volunteers and treating therapists located in metro Melbourne and region Victoria, to deliver Freedom Wheels trials. This position is responsible for assessing clients' needs prior to and during clinics to ensure they receive the highest quality care and outcomes.

## Key accountabilities

### Freedom Wheels

- Plan and coordinate bike trials to assess the support needs of our clients to provide prescriptions for customised bikes
- Plan and conduct trials with the consideration of our clients' physical, emotional and cognitive abilities
- Establish rapport with clients and create a safe and supportive therapeutic environment
- Deliver off-site Melbourne Metro trial days
- Travel to regional areas to run trials
- Be available to work on a Saturday every 1-2 months if required to facilitate Freedom Wheels trials, if required.

### Other

- Provide support to the Inclusive Sports Coordinator, as required, to facilitate Community Inclusive Sports Days
- Support the development of partnership programs with organisations such as specialist disability schools and disability providers
- Develop partnerships with other providers in the disability and aged care sector
- Preparing and presenting in service education pieces to large and multi-site occupational therapy groups and physiotherapists

### Administration

- Plan and manage own workload to ensure adequate time for the achievement of the primary goals
- Maintain clinical notes on the data base as required
- Prepare reports for interdisciplinary team meetings
- Undertake other duties as required

## Qualifications and experience

- Bachelor's in Health Science or Diploma/ Certificate IV in Leisure and Health or other similar qualifications
- Relevant industry experience working with people with a wide range of disability.
  - Display appropriate clinical skills with clients
  - A sound theoretical knowledge base in Allied Health
  - Sound planning and organisational skills, to ensure primary objectives of position are met
  - Ability to relate to clients with a wide range of disabilities from a variety of social and CALD backgrounds
  - Well developed verbal communication skills to enable effective liaison within team and with clients and volunteers

### Desirable

- Experience working in a health and/or Not for Profit environment.

## Equal Opportunity

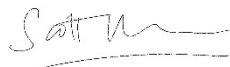
Freedom Solutions is an equal opportunity employer; values diversity and encourages applications from indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds.

## Acceptance

This position description is subject to review and may change in accordance with the needs of Freedom Solutions, its operations and its clients.

I have read this document and agree to undertake the duties and responsibilities listed above. I acknowledge that additional or other duties and responsibilities may be allocated to me.

## Authorisation



**Name**

**Scott Miller**

Title:

Chief Executive

Date:

September 2023