



# Position Description:

## Product Specialist

<b>Reports to</b>	General Manager Freedom Wheels	<b>Location</b>	Sydney
<b>Direct reports</b>	N/A	<b>Hours</b>	Full time
<b>Award</b>	SCHADS Level 2	<b>Date prepared</b>	November 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 Northmead, will be servicing our Freedom Wheels team and will work with staff and volunteers located in both NSW and Victoria, to deliver Freedom Wheels clinics. There will be opportunity to complete clinical work delegated by and under the supervision of a Senior Product Specialist.

## Key accountabilities

### Freedom Wheels

- Conduct bike clinics to assess the support needs of our clients to provide prescriptions for customised bikes with clinical oversight as required.
- Deliver off-site Sydney Metro clinic days
- Travel to regional areas to run clinics
- Be available to work on a Saturday every 1-2 months if required to facilitate Freedom Wheels clinics, if required.
- Provide support to the Inclusive Sports Coordinator, as required, to facilitate Community Inclusive Sports Days.

### Therapy Services

Support of the Occupational Therapy team to provide allied health assistance to therapy clients with a range of disabilities as we grow this area of our service. Clinical work will be delegated by and under the supervision of an Occupational Therapist (OT) and will include;

- Provide support for the prescription of assistive technology.
- Utilise skills and knowledge to assist in the delivery of Ready, Set, Ride to build riding capacity for individuals of all ages.

### 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
- Undertake other duties as required

## Qualifications and experience

### Essential

- Certificate III or IV in Allied Health Assistance and 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
- Sound research skills, able to use initiative and existing knowledge to investigate equipment solutions

### 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:

28 November 2023