



Playsense Occupational Therapy
play@playsenseot.com.au

www.playsenseot.com.au
02 9314 3887

Therapy/Administration Assistant Role

About us

We are an established, busy, and dynamic paediatric Occupational Therapy business. Our team is made up of therapists, an administration manager, and assistants.

We see clients from ages 2-16 years who we support to engage in daily activities (school, friendships, sport, and daily routines). We use fun and engaging activities to enable our clients to have a better quality of life in both the present and future.

Our team values are learning, safe haven for families, parent involvement in therapy and using a whole brain relationship-based approach.

We offer work-life balance, a highly supported role, and a graded onboarding process. The role offers development in health care specific administration training and procedures as well as access to workshops, mentoring and opportunities to support at OT groups.

As well as administration, the role involves seeing clients in a therapy assistant capacity with a high level of support and training.

Our clinic is located in Eastgardens NSW within the Westfield commercial tower located within a shopping centre offering a range of outlets. The clinic is easily accessible from the Westfield carpark (discounted rate available) or via public transport (major bus terminal located on ground floor of building).

What we are looking for

We are looking for someone with admin experience who possesses the following skills:

- Organisation
- Ability to work in a fast-paced environment
- Ability to follow well developed procedures
- Prioritise tasks
- Problem-solving
- Foreseeing issues
- Forward planning
- Strong interpersonal skills
- Understanding of occupational therapy
- Preferred software experience; Cliniko, Mailchimp, Canva, Wix, Google forms.



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Day to day tasks involved in the role include; running therapy sessions, mentoring, training, answering client enquiries (telephone and email), processing payments, cancellations, client mailouts (Mailchimp software), general intake and administration, clinic housekeeping, creating therapy resources and therapist support.

What we are offering

- flexible hours organised each semester around uni timetable
- Possible work from home hours
- A fun, challenging and rewarding career focused role
- Ongoing education, training, and development
- A mix of administration and clinical time within the role
- Opportunity to develop into a permanent full time role
- A team who is passionate, relationship focused and using a whole family approach

If you are interested in joining us, please contact us on 9314 3887 or email us, play@playsenseot.com.au.