



Position Title:	Occupational Therapist
Operationally reports to:	Manager - Community Health Programs
Professionally reports to:	Chief Allied Health Officer
Department:	Community Health Programs
Directorate:	Community Care & Mental Health
Cost centre:	L0106
Code & classification:	Grade 2 (VF6 – VF9)
Performance review:	Upon completion of probationary and qualifying period and annually or as requested
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Euroa, Tatura and Rushworth. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional sites are also located in Shepparton, Seymour, Benalla and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services across the Goulburn Sub-Region within the Hume Region.

The *Goulburn Valley Health Strategic Plan 2024-26* provides the direction for GV Health with key elements summarised below.

OUR PURPOSE

Improving community wellbeing through high quality health services, outstanding care and learning.

OUR VALUES AND BEHAVIOURS

Our culture is made up of our CREATE values and behaviours, through which we commit to delivering ongoing quality healthcare for our community. Our CREATE values and behaviours are the foundations for our strategic pillars, and for achieving our goals.



Compassion

- We treat others with kindness and respect;
- Our deep connection to the community enhances our care for patients;
- We support the whole patient journey;
- We are understanding of each other.



Respect

- We respect the patient’s voice and their choices;
- We celebrate diversity and are proud of multiculturalism;
- We respect differences of opinions;
- We respect the input of different disciplines and areas of expertise.



Excellence

- We are encouraged to grow professionally and personally;
- We are leaders in what we do;
- We invite feedback and are always striving to do better;
- We connect patients to further care and information.



Accountability

- We are responsible for our actions;
- We are courageous in our decision making and grow from our mistakes;
- We deliver what we promise;
- We don’t compromise on our standards.



Teamwork

- We are a multi-skilled workforce and we pool our resources together;
- We mentor and support one another;
- We take a collaborative approach to care;
- We are approachable.



Ethical behaviour

- We hold ourselves to high standards;
- We rigorously uphold professional boundaries in our regional setting where patients may be friends or family too;
- We value and respect our patient’s privacy and trust;
- We stand up against unsafe practice.

CREATE Outstanding encompasses foundation elements of the *Goulburn Valley Health Strategic Plan 2024-26* to link GV Health’s purpose, values and our Culture of Care with fundamental organisational systems and processes. GV Health is striving to achieve CREATE Outstanding in every interaction with the people services are provided for as well as how staff work with each other.

ROLE STATEMENT:

The Community Health Programs operate from GV Health’s Corio Street campus and include Community Health, Health Promotion and Self-Management Support services.

The programs provide a range of services to consumers living in the Goulburn Valley region. Community Health services include: Dietetics, Occupational Therapy, Healthy Mothers Healthy Babies Outreach Program, Physiotherapy, Podiatry, Sexual Health Nursing and Speech Pathology. The Health Promotion team coordinates and supports a variety of projects and initiatives aimed at raising awareness of and addressing priority health and wellbeing issues. The Self-Management Support service provides health coaching for people living with chronic disease, QUIT education and group programs.

The Community Health Programs are funded by the Victorian Government to provide high quality coordinated care and integrated service provision. The principles that underpin community health service provision include that care is person-centred, culturally responsive, evidence based, goal directed, reflects a team approach, builds self-management capacity, promotes health literacy, is provided early and promotes health and wellbeing.

Reporting to the Manager Community Health Programs, the Occupational Therapist is responsible for providing assessment and therapeutic interventions to predominantly children (0–6 years of age), and their families, presenting with a variety of childhood-related developmental delays, neurological conditions, pre-diagnosis Autism Spectrum Disorders, and other health and developmental issues impacting the child. The Occupational Therapist will ensure that interventions chosen are effective and based on best available evidence, and will liaise closely with other key stakeholders across a range of internal and external service providers to facilitate a collaborative approach to service provision and positive consumer outcomes.

Other tasks, such as quality improvement initiatives, as defined appropriate by the Manager may be required to be undertaken provided they are within the capabilities of the person at the time.

KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

- Provide timely assessment, management and advice to children and their families presenting with a variety of childhood-related developmental delays, neurological conditions, pre-diagnosis Autism Spectrum Disorders, and other health and developmental issues impacting the child.
- Manage complex and varying consumer presentations, and offer referral to alternate/specialist services if the consumer’s needs are greater than what can be provided.
- Plan, co-facilitate and review paediatric group programs.
- Provide advice and assistance to other Community Health team members in the management of consumers to provide a holistic, multidisciplinary team approach to care.
- Provide timely and professional liaison, reports and letters to other stakeholders involved in the consumer’s care (such as GPs, Paediatricians, other medical specialists, Maternal and Child Health Nurses, carers and kindergarten/school staff) to facilitate coordinated care.
- Complete accurate, detailed and timely records of sessions and interactions with consumers and their families/carers.
- Provide direction and supervision for Team Assistants in the provision of Occupational Therapy services and group programs as required.



- Complete all statistics, data entry and administrative tasks in a timely manner to comply with Community Health's data reporting requirements.
- Perform timely triage and management of all new referrals to Community Health Occupational Therapy and ensure appropriate categorisation of referrals.
- Monitor active consumer lists regularly to ensure timely review and appropriate discharge.
- Provide clinical supervision for Occupational Therapy students as required.
- Participate in quality improvement activities relating to the Community Health Occupational Therapy service and the program as a whole.
- Attend team meetings and participate in all other required meetings/groups as directed by the Manager.
- Communicate any issues with the Program Manager as they arise and use collaborative problem-solving methods to provide solutions for any such issues.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines
- Ensure an effective discharge from hospital or services that reflects the needs of the consumer.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.
- Supervise and provide direction to the Team Assistant, with recognition that the Occupational Therapist is responsible for Team Assistant's work (where completed as directed) with Occupational Therapy consumers.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.



4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health
- Undertake credentialing and review of scope of practice and work within these
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce
- Contribute to organisational quality and safety initiatives
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

OTHER REQUIREMENTS FOR ALL CLINICAL EMPLOYEES:

- Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care
- Promote GV Health as a quality regional health care provider

KEY PERFORMANCE INDICATORS:

- Registration is maintained and working within scope of practice
- Services are provided in accordance with the Community Health Integrated Program Guidelines
- Expected service delivery target (hours) is met
- Statistics, data entry and clinical documentation are completed accurately and within required timeframes
- Attendance and active participation at meetings as required
- Participation in quality improvement activities
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework and Community Health Programs
- Active participation in the Performance and Development review process
- Adherence to the Australian Association of Occupational Therapists Code of Ethics

Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required.

GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

KEY SELECTION CRITERIA:

Mandatory

- Commitment to the GV Health Values of *Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour*.
- Current registration with the Australian Health Practitioner Regulation Agency as an Occupational Therapist.
- Excellent knowledge and skills in the provision of Occupational Therapy assessment and intervention for young children presenting with a range of developmental delays, neurological conditions, pre-diagnosis Autism Spectrum Disorders, and other health and developmental issues impacting the child.
- Knowledge of evidence-based approaches to paediatric Occupational Therapy service provision and the ability to apply these to consumer care.
- Understanding of how service delivery can be impacted by rural or regional location of consumers, and a commitment to delivering care in line with the principles of Community Health, including recognition of the social determinants of health.
- Ability to work collaboratively as an individual practitioner within a multidisciplinary team environment including the ability to initiate and maintain effective professional relationships.
- Proven organisational and time management skills with an ability to prioritise and manage a diverse caseload.
- Possession of excellent interpersonal, written and communication skills, including computer literacy and the ability to produce well-written reports.
- Evidence of full immunisation against seasonal Influenza
- Satisfactory National Criminal History Check prior to commencement of employment
- Satisfactory Victorian ‘Employee’ Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable

- Knowledge and/or experience of delivering services to individuals and families from Aboriginal and Torres Strait Islander backgrounds, people from culturally and linguistically diverse backgrounds, and also individuals from socially disadvantaged backgrounds.

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general consumer handling and clinical duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ working alone ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ operating equipment ▪ handling general and infectious waste ▪ participating in shift work and on-call 	<ul style="list-style-type: none"> ▪ Exposure to substances and hazardous materials ▪ working at other locations may be required ▪ dealing with anxious or upset consumers or members of the public ▪ driving a motor vehicle

Reviewed by	Manager, Community Health Programs
Issued	October 2023
Reviewed	October 2024

I acknowledge:

- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That GV Health has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information refer to GV Health’s Child Safety Standards procedure.
- That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
- I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____

_____/_____/_____

(Print Name)