

# Position Description

<b>Position Title:</b>	Occupational Therapist
<b>Reports to:</b>	Nurse Unit Manager – Wanyarra
<b>Department:</b>	Wanyarra
<b>Directorate:</b>	Mental Health
<b>Cost centre:</b>	H0002
<b>Code &amp; classification:</b>	Occupational Therapist, Grade 2, Years 1 – 4 (YB20 – YB23)
<b>Employment conditions:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 and its successors, and GV Health Polices and Procedures (and as varied from time to time)

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**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

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).

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## POSITION SUMMARY

The Grade 2 Occupational Therapist will provide Occupational Therapy services to consumers admitted to Wanyarra Psychiatric Unit at Goulburn Valley Health. The Acute Service is one component of a comprehensive Goulburn Valley Area Mental Health Service (GVAMHS). GVAMHS has a multidisciplinary approach to the care of individuals diagnosed with, or at risk of developing a serious mental illness.

As a key member of the Wanyarra multidisciplinary care team, the Grade 2 Occupational Therapist will assess, plan, recommend and implement a range of Occupational Therapy services to inpatients recovering from or receiving intervention for an episode of illness requiring inpatient admission. Current evidence-based practice will be utilised to develop effective methods of management, communication and information sharing with other team members and service providers in order to achieve an optimal consumer outcome.

The Grade 2 Occupational Therapist will be offered external clinical supervision to ensure contemporary practice is achieved and maintained. Internal professional support is provided through networking opportunities with GV Health's Occupational Therapy Department team.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

- Provide timely assessment, appropriate intervention and advice to clients admitted to the Wanyarra Inpatient Unit.
- Occupational therapy assessments and interventions, such as sensory modulation, group work, discharge planning and community liaison work will be provided to assist in better outcomes for consumers and carers.
- Assist in planning, implementation and evaluation of group programs in response to identified needs, including groups co-facilitated with consumer peer leaders.

- Provide coordinated care by working in a multidisciplinary team environment to ensure optimal and timely discharge home, transfer to other units or care facilities.
- Provide timely and professional liaison with other therapists, care providers and families of consumers where appropriate.
- Provide clinical supervision of, and direction for, Grade One Occupational Therapists, Allied Health Assistants and undergraduate Occupational Therapy students on clinical placement.
- Maintain accurate written and electronic documentation and records of progress of consumers, interventions and services provided to consumers and their families/carers.
- Communicate any issues with the Unit Manager as they arise, and use collaborative, problem-solving methods to provide solutions to any such issues.
- Participate in department team meetings and actively maintain and monitor statistics to be able to provide up-to-date information to the Unit Manager.
- 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.
- 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.
- 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.
- 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 preceptorship of new employees and peers
- Provision of appropriate supervision to less experienced clinical employees
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

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## **KEY SELECTION CRITERIA**

### **Formal Qualification(s) and Required Registration(s):**

- Relevant tertiary qualification in Occupational Therapy with eligibility for membership of Occupational Therapy Australia and current registration with AHPRA.

**Essential:**

- Extensive clinical experience providing Occupational Therapy services in the clinical setting with knowledge of, and the ability to undertake, a range of Occupational Therapy assessments and interventions, including individual, family, group work and community liaison.
- Knowledge of the mental health service system, including related professional practice standards and legislation and a knowledge of the concept of recovery.
- Knowledge of issues associated with psychiatric illness and disability, and awareness of the impact of these on family and carers including those from culturally and linguistically diverse communities.
- Demonstrated ability to work within a multidisciplinary team, including the ability to create and maintain effective professional relationships.
- Well- developed interpersonal, written and verbal communication skills, including computer literacy and an ability to produce well written reports.
- Strong commitment to professional development and undertaking regular supervision.
- Current, full Victorian Driver's Licence.

**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.
  - Ability to demonstrate an understanding of how service delivery can be impacted by rural or regional location of patients and their families.
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**KEY PERFORMANCE INDICATORS****Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
  - Development and maintaining of collaborative relationships with all other teams and professionals;
  - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
  - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
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**AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- 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;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children’s check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Mental Health	Occupational Therapist
Reviewed by:	Nurse Unit Manager - Wanyarra
Issue Date:	February 2025

## ABOUT US

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

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

## OUR STRATEGIC PLAN

The **Goulburn Valley Health Strategic Plan 2024-2026** provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

**Application tips:** [Application Tips - GV Health](#)

**GV Health:** <https://www.gvhealth.org.au/about/>

**Child Safety and Wellbeing:** [Child Safety and Wellbeing - GV Health](#)

**Living in Goulburn Valley:** [Goulburn | Regional Living Victoria](#)

**GV Community Connector:** [Community Connector Program for Businesses](#)