

Occupational Therapist Grade 3

*Supporting Everyone to be healthy and live well*

**PURPOSE OF THE ROLE**

The Grade 3 Occupational Therapist works in consultation with the Manager Occupational Therapy Services, and directly within an interdisciplinary team of other Allied Health, Medical and Nursing staff. This role requires independent management of an agreed caseload and providing clinical support to other team members. The Grade 3 Occupational Therapist deputises for the Manager Occupational Therapy Services as required, and plans quality activities or research activities and professional development programs within the department.

Position Details	
Position Title:	Occupational Therapist - Grade 3
Department	Occupational Therapy
Reports to:	Manager, Occupational Therapy Services
Positions Reporting to this role:	Occupational Therapy
FTE:	Up to full time
Budget:	Occupational Therapy
Enterprise Agreement:	Health Professionals
Position Classification:	Grade 3 VG3-VG5
Position Description last reviewed:	February 2025

Selection Criteria
<b>Essential:</b>
Qualifications: <ul style="list-style-type: none"> <li>Minimum of 7 years clinical experience as an Occupational Therapist with demonstrated high-level skills in at least one specialist clinical area. For example (Paediatric, Hands, stroke, lymphoedema or National Disability Insurance scheme).</li> <li>Current Occupational Therapy Qualification.</li> <li>Bachelor or Master level in Occupational Therapy.</li> <li>Registered with AHPRA - Occupational Therapy Board of Australia.</li> <li>Eligibility for practising membership of OT Australia.</li> </ul>
SWEP and NDIS, DVA credentialing to achieve or maintain red prescribing certification.
Proficient Microsoft word, Outlook, Excel. Ability to adapt to operation of databases and other software as required.
Satisfactory evidence of; National police check, Working with Children’s and Vaccination status in line with policy and procedure at this time.
Demonstrated ability to work independently, and to meet deadlines essential.
Ability to lead change within Occupational Therapy and organization.
Ability to communicate effectively within teams for the purposes of networking, and supporting others, as well as in the context of client care.
Advanced skills in the assessment and treatment of clients with various disabilities.

## Occupational Therapist Grade 3

Recent skill in one or more areas including; bed based – acute or rehabilitation, early intervention paediatric, hands, neurological upper limb rehabilitation, cognition, mental health, lymphoedema or NDIS.

Well-developed interpersonal skills with an appreciation of diversity.

### **Desirable:**

Sound understanding of funding programs and assistive technology.

Working towards postgraduate qualifications considered valuable.

### **Key Accountabilities**

Provide evidence-based and outcome orientated individual assessment, treatment, and consultative Occupational Therapy services to an agreed caseload of clients with a broad range of disabilities.

Oversee, develop and promote a culture of research, evidence-based practice and continuous quality improvement within the service.

Provide clinical support and supervision to staff (direct supervision of Grade 2 staff and junior staff), Allied Health Assistant and students as required with organization and region. This may include clinical supervision of new graduates.

Work collaboratively with others whenever appropriate, in a manner which respects the contributions of all team members. Be a leader supporting and facilitating change.

Ensure all clinical activity meets or exceeds;

- The competency standards of A P H R A .
- OT Australia code of conduct, and the minimum standards or requirements of the program area.

Participate in departmental and organizational meetings as required

Maintain a personal professional development plan which will enhance performance of the existing role.

Communicate effectively within the team, and in all aspects of the role.

Demonstrated commitment to research, evidence-based practice and quality Improvement processes.

A Current Driver's License.

### **Organisational Responsibilities**

Positively promote ERH within and externally to the organisation

Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct

Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

Comply with relevant registration bodies mandatory continuing professional development requirements





Carry out all work and interactions in alignment with the CARE values

Report all incidents and near misses as soon as possible after the event



Participate in risk management activities and assist with identification and control of risks within their department or area of work

Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

Occupational Therapist Grade 3



CARE Values	
All staff are expected to behave in a way that is in alignment with our corporate values:	
 <p><b>Collaboration</b></p>	<p>Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals</p>
 <p><b>Accountability</b></p>	<p>Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them</p>
 <p><b>Respect</b></p>	<p>Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience</p>
 <p><b>Excellence</b></p>	<p>Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do</p>

Key Relationships	
Internal	External
<p>The position requires daily interaction with colleagues from other disciplines, administration staff, and team members within the interdisciplinary team. Supervision of other clinical staff as delegated by the Manager Occupational Therapy Services may be required.</p>	<p>The position requires liaison with clients, carers and families, community members, and staff from external agencies including NDIS, University, agencies, Department of Human Services and other health service.</p>

Leadership Capabilities					
The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.					
✓ PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
 <p><b>Collaboration</b></p>	Inspires direction & purpose		✓	✓	
	Turns challenges into opportunities		✓	✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
 <p><b>Accountability</b></p>	Acts with integrity			✓	
	Demonstrates accountability		✓		
	Drives accountability		✓		
	Manages self		✓		

# Position Description

## Occupational Therapist Grade 3

	Promotes innovation		✓		
<b>Respect</b> 	Accessible communicator		✓		
	Values difference		✓		
	Consistently articulates direction			✓	
	Empowers others			✓	
	Respectfully influences		✓		
<b>Excellence</b> 	Delivers results		✓		
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus		✓		
	Innovation change leader		✓		

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File