

POSITION DESCRIPTION

Occupational Therapist

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Grade 2 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. This position has a focus on providing care to paediatric clients with a potential to work across the health service.

Position Details	
Position Title:	Occupational Therapist
Department	Community Services – Occupational Therapy
Reports to:	Occupational Therapy Manager
Positions Reporting to this role:	Students Grade 1 staff
FTE:	Up to 1 FTE
Budget:	NA
Enterprise Agreement:	Allied Health Professionals Enterprise Agreement 2021-2026
Position Classification:	Occupational Therapist Grade 2
Position Description last reviewed:	November 2024

Key Accountabilities
Participate in departmental and organisational meetings as required;
Provide evidence-based and outcome orientated individual assessment, treatment, and consultative Occupational Therapy services to an agreed caseload of clients;
Plan and deliver inservice education to other staff and community members as required;
Promote a culture of continuous quality improvement within the service;
Provide clinical support and supervision to staff, Allied Health Assistant and students as required;
Work collaboratively with others whenever appropriate, in a manner which respects the contributions of all team members;
Promote client-centred practices in all clinical areas;
Identify opportunities for improvements and liaise with Manager Occupational Therapy Services to plan quality improvements;
Meet discipline specific requirements as designated by the Manager Occupational;
Actively participate in relevant internal and external continuing education.

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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

Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position

Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration



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

Accountability



Monitors the impact of one's own behaviour on others

Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

Respect



Treats people fairly and openly

Treats people with dignity

Demonstrates personal standards of consistency, tolerance and patience

Excellence



Consistently supports and follows organisational policies and procedures

Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal

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.

External

The position requires liaison with clients, carers and families, community members, and staff from external agencies.

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Selection Criteria

Essential:

Qualifications:

- Bachelor of Occupational Therapy or equivalent.

Registration with the Australian Health Practitioners Registration Agency (APHRA)

Demonstrated experience in the provision of timely and appropriate paediatric occupational therapy services to children and families across a range of settings

Demonstrated highly developed organisational skills, including prioritisation, time management skills and appropriate case-load management

Provide safe, evidence based and client centred care including assessment and intervention

Demonstrated effective interpersonal and communication skills both written and verbal

Demonstrated experience in working independently, and as part of a multidisciplinary team

Current driver's licence

Satisfactory evidence of; National police check, Working with Children's card, NDIS Worker Screener check and Vaccination status in line with policy and procedure at this time

Desirable:

Membership to Occupational Therapy Australia

Knowledge of evidence-based practices in Early Childhood Intervention

Demonstrated ability to provide family-centred care using a strengths-based approach that is culturally inclusive

Previous experience working School settings or Early Childhood Intervention

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