

Manager Occupational Therapy Services

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Manager of Occupational Therapy Services provides clinical leadership of the Occupational Therapy Department at Echuca Regional Health (ERH). The services deliver to consumers across the region, including community centre and home-based care, education facilities, outpatient services, ERH inpatient bed-based services, and, residential aged care. The role focuses on providing appropriate services in the right setting, at the right time. A key role for this position is to support Occupational Therapy team members to facilitate knowledge and skills of Occupational Therapy to ensure the delivery of safe, high-quality and comprehensive Occupational Therapy assessment and therapy to the community.

As the Manager of Occupational Therapy services, the role will oversee and monitor the performance (financial and activity) of the Occupational Therapy team to ensure targets are met in accordance with all funding streams. Managers are responsible for monitoring caseload demand, service gaps and resource allocation, in addition to actively managing the waiting list and distribution of workload. The position will work closely with other Department Heads within the Community Services Division and ERH more broadly. Together the leadership team will collaborate to ensure effective, efficient, timely access to the acute and complex care needs of the community. The position is responsible for the human resource management, support and wellbeing of the Occupational Therapy staff and ongoing development of the Speech Pathology services. In addition, the Manager independently manages a mixed clinical caseload.

Position Details	
Position Title:	Manager Occupational Therapy Services
Department	Community Services Division
Reports to:	Director Allied Health Executive Director Community Services
Positions Reporting to this role:	Headcount 15
FTE:	.08 FTE
Budget:	\$666,757
Enterprise Agreement:	<ul style="list-style-type: none"> <i>Allied Health Professionals Enterprise Agreement 2021-2026</i>
Position Classification:	AHP1 Grade 3B – Grade 4 (or equivalent). Dependent on experience and credentials
Position Description last reviewed:	May 2026

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Key Accountabilities

Provide management and professional leadership, ensuring appropriate standards of clinical service provision are developed, maintained and continually improved;
Develop, implement and continually improve a person-centred approach to service delivery
Be responsible for the collaborative development of the service structure for the department, including identification of funding opportunities and expansion of the service to meet community need;
Ensure resources are maintained within the budget allocation, encompassing human, financial and environmental resources;
Monitor, manage and report financial performance and activity levels ensuring accurate collection of data;
Develop and maintain an effective working relationship with clinical staff across the organisation and with ERH Executive;
Develop and maintain processes and systems which demonstrably lead to improved service integration and better patient/client outcomes;
Monitor and manage staff performance and development as per ERH guidelines, including performance coaching, counselling, mentoring and conflict resolution;
Be responsible for recruitment, credentialing, and workforce development staff;
Actively participate in Business Planning in support of the organisation's Strategic Plan and Guiding Principles;
Maintain a comprehensive knowledge of relevant awards, legislative requirements, quality frameworks and industry developments;
Participate in professional supervision of staff as outlined in the ERH Clinical Supervision Policy.
Actively support compliance with the National Safety & Quality Health Service Standards, other professional standards and relevant regulatory requirements
Maintain a personal professional development plan which will enhance performance in an existing caseload
Carry a small clinical caseload to support service delivery responsiveness, develop new, services and provide senior clinical expertise and consultation
The manager maybe required to perform other duties, as reasonable and appropriate, from time to time

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
Participate in departmental and organisational meetings as required
Actively participate in Performance Appraisal processes, three months after

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commencement and annually thereafter

All staff have a responsibility to uphold the organisation's Child Safety obligations, including compliance with the Child Safety Standards) ensuring the safety, wellbeing and rights of children are respected in all interactions and environment

Sound understanding of budget planning, monitoring, and control including knowledge of relevant funding streams of rev

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	External
Occupational Therapy Department	External agencies (e.g. residential facilities, private practices and NDIS providers)
Education Department	School and kindergarten staff
Daily interaction	Government agencies (e.g. Department of Families, Fairness and Housing, including Child Protection; other Health Services)
Reports to Director Allied Health Executive Director of Community services	Clients, community members, key stakeholders, community groups
Occupational Therapy staff, clinical and administrative staff across ERH	external agencies including OT Australia, case Management services, Campaspe Shire, Murray Shire, Moyne Shire My Aged Care, Other Health Services
All other ERH staff	Universities, and government agencies

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Selection Criteria
Essential:
Qualifications: <ul style="list-style-type: none"> • Tertiary Qualifications in Occupational Therapy with current AHPRA Registration • Minimum 7 years' experience working in public health services
Demonstrated ability to monitor and evaluate service performance and an ability to adopt a clinical re-design lens to ensure service provision is safe, high-quality and meets the needs of the community. Strong understanding of community and bed based funding bodies and expectations of these services
Highly developed interpersonal skills that incorporate the qualities of open and transparent leadership;
Demonstrated ability to work both independently and within a multidisciplinary team;
High level of communication skills (both written and verbal) to ensure effective engagement with staff, clients, carers and stakeholders within and external to the organisation;
Extensive experience in a relevant clinical area with post basic clinical qualifications in a relative field
A strong person-centred philosophy of clinical practice.
<i>Satisfactory evidence of; National police check, Working with Children's, NDIS Worker Screen, and Vaccination status in line with policy and procedure at this time.</i>
Desirable:
<ul style="list-style-type: none"> • Post-graduate qualification in a relevant clinical or management area, or working towards





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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
Collaboration 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
Accountability 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
Respect 	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates direction			✓	
	Empowers others			✓	
	Respectfully influences			✓	
Excellence 	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