

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: OCCUPATIONAL THERAPIST

<b>Name:</b>		P.O. Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>	(allocated by HR)	
<b>Award:</b>	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement 2012 - 2016	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5448 1699
<b>Classification:</b>	According to qualifications and experience	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	Kangaroo Flat however the position may work from any Bendigo based BCHS site as negotiated	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5430 0544
<b>Hours per fortnight:</b>	45.6 hours per fortnight or 76.0 hours per fortnight	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Ongoing	
<b>Position description developed:</b>	July 2017	
<b>Responsible to:</b>	Terrie Killen, Team Manager - Strong Start	

#### 1. Position Role

The role of the position is:

1. Work with families as the primary case worker to assist their child to reach their full potential using a trans-disciplinary approach and case coordination.
2. Work within the Strong Start team to provide appropriate assessing and programming for children.
3. Provide support and consultation to enhance outcomes for children and families.

#### 2. Position Responsibilities

The responsibilities of the position are:

1. Administer Occupational Therapy assessments and therapy for individual children.
2. Work within the Strong Start team to plan and implement programs.
3. Provide written reports for families and professionals as required.
4. Screen and identify further assessment and referral needs of children.
5. Develop programs for carers to implement in home environments.
6. Consult with other professionals to enhance outcomes for children.
7. Provide therapy sessions under the HCWA, Better Start and NDIS Funding.
8. Provide access to resources under the HCWA and Better Start Funding.
9. Facilitate group programs.
10. Other duties as directed.

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### **3. The Role of the Team**

The Strong Start team provides a range of services for children and families. The Strong Start team operates on principles of supporting choice for families through provision of information, support and resources. Services offered are both key worker and therapy specific. We provide services to children from birth through primary school depending on appropriateness for the program. The Early Intervention Program provides services within the Greater Bendigo and Loddon Local Government areas.

### **4. Key Selection Criteria**

#### **4.1 Essential**

1. A tertiary qualification in Occupational Therapy.
2. General registration with Australian Health Practitioner Regulation Agency.
3. A sound knowledge of Early Childhood Development.
4. Excellent interpersonal skills and communication skills with families and children.
5. Demonstrated ability to work as a member of a multidisciplinary team.
6. Demonstrated experience in working with children.
7. Personal commitment to promoting equality, diversity and human rights in all aspects of service delivery.
8. Ability to maintain a positive attitude to the program and service.
9. Current Working With Children Check
10. Current driver's licence.

#### **4.2 Desirable**

1. The ability to build and develop positive relationships with both internal and external clients.
2. Intermediate to high level skills in Microsoft Office programs.
3. The ability to confidentially maintain accurate records in accordance with BCHS procedures.

### **5. Probationary Period**

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### **6. Staff Review & Development (SRD)**

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

#### **6.1 Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

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### **6.2 Communication and Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

### **6.3 Administration and Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

### **6.4 Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### **6.5 Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide evidence of a comprehensive delivery of Occupational Therapy/Early Childhood Intervention service to clients according to Early Childhood Intervention competency standards and service agreements.
- Demonstrate a contemporary knowledge of skills in Early Intervention and Occupational Therapy practices.
- Show evidence of the delivery of a sensitive practice in response to client diversity.
- Demonstrate an ability to work as a member of a trans-disciplinary team with highly developed communication skills.
- Demonstrate positive outcomes for clients through your intervention.
- Show evidence of an integrated service delivery approach for clients.
- Understand and work within an NDIS environment.

### **6.6 Diversity and Culture:**

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment.

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### 6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children to reach their individual potential.

## 7. Other Essential Requirements

### Staff will:

- Complete a satisfactory police check before employment is confirmed, the police check will be initiated by BCHS at the expense of the staff member.
- Sign the Pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Present a current Working with Children Check.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

### BCHS believes that *“Quality is everyone’s business, safety is my responsibility”*

- Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

## 8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Liz March  
Executive Director - Programs

Date: ...../...../.....

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Agreed: Occupational Therapist

Date: ...../...../.....