

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: OCCUPATIONAL THERAPIST - GRADE 1 OR GRADE 2

<b>Name:</b>		PO Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>		
<b>Award/Agreement:</b>	Victorian Stand-Alone Community Health Centres, Health Professionals Multi Employer Enterprise Agreement 2012 - 2016	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5441 4200
<b>Classification:</b>	Occupational Therapist Grade 1 or Grade 2 (dependent upon experience)	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	Kangaroo Flat however must include that 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	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Twelve months fixed term	
<b>Position description developed:</b>	May 2018	
<b>Responsible to:</b>	Team Manager - Strong Families	

#### 1. Position Role

The role of the position is to provide a comprehensive, collaborative and high quality occupational therapy service within the Child Health Invest team. The service will be integrated with other Child Health Invest and child, youth and family focused services across BCHS in order to best support vulnerable children and their families.

#### 2. Position Responsibilities

The responsibilities of the position are:

- Provide child and family-centred assessment, diagnosis, treatment and management for BCHS' occupational therapy consumers within scope of practice.
- Undertake clinic-based and home or school-visit based work (where required).
- Facilitate the referral to and liaison with a range of services required to provide comprehensive and collaborative services for children and their families.
- Ensure that all clinical activity undertaken fulfils or exceeds the competency standards of the profession.
- Ensure information is managed in line with organisational, allied health and occupational therapy standards, including the use of BCHS' electronic consumer management systems.
- Recording of statistical data and documentation requirements within required timeframes.
- Participation in BCHS' continuous quality improvement activities and implementation of evidence based practice.
- Participation in the review and evaluation of programs as appropriate.

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- Participate in the monitoring and review of the demand for BCHS' occupational therapy service to ensure services remain accessible and equitable.
- Participate in internal case coordination and conferencing as a member of a multi-disciplinary team.
- Complete administrative and coordination functions as required, to assist team processes, and optimise outcomes for children and families.
- Attendance at staff/team meetings and program planning as required.
- Maintain and develop clinical and professional skills through continuing professional development.
- This position will have some Key Performance Indicators (KPI's).
- Other duties as directed.

### **Occupational Therapist Grade 2 will:**

- Take a lead clinical role when required, demonstrating knowledge and depth of experience appropriate for designated workload.
- Assist in providing supervision and support to peers and students.

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

The Child Health Invest team includes Paediatricians, Paediatric Registrars and other allied health professionals who work collaboratively to benefit vulnerable families. Many of the families present with complex issues that require holistic responses to enhance the outcomes for the child.

## **4. Key Selection Criteria**

### **4.1 Essential**

1. A Bachelor of Occupational Therapy (equivalent or higher).
2. Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
3. Ability to obtain Medicare provider number/s for relevant sites prior to commencing in position.
4. Demonstrated experience, and passion for working in a community setting with children, youth and families with complex needs, including Autism Spectrum Disorder.
5. Demonstrated knowledge of child development and etiology of challenging behaviours.
6. Excellent interpersonal and communication skills (written and verbal) and ability to engage with vulnerable families, and other service providers.
7. Personal commitment to promoting equality, diversity and human rights in all aspects of service delivery and work within the BCHS Code of Conduct framework.
8. Demonstrated experience in working as a member of a multidisciplinary team.
9. Working knowledge of the Children, Youth and Families 2005 Act and how this may impact on services provided.

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10. Demonstrated ability to confidentially maintain accurate records in accordance with BCHS privacy and confidentiality procedures.
11. A current Driver's Licence.
12. A current Working with Children Check.

### **4.2 Desirable**

1. Demonstrated experience in supervising undergraduate students and/or peers.
2. Intermediate to high level skills in Microsoft Office programs.
3. Evidence of previous ongoing professional development activity with a focus on children and families.
4. Experience in working with electronic consumer information management systems.

### **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 and 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.

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

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

- 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.

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### 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 service delivery and income generation under Helping Children with Autism/ BetterStart/Medicare or similar funding sources as required.
- Deliver KPI's (hours of work) related to funding source (DHHS).
- Demonstrate contemporary knowledge and skills in managing challenging behaviours and complex family presentations.
- Show evidence of the delivery of sensitive practice in response to consumer diversity.
- Demonstrate an ability to work as a collaborative member of a multi-disciplinary team.

### 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.

### 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 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 (if required).
- 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 Health and Safety procedures and participate in appropriate safety information and education activities as required.

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### 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: Callum Wright  
Executive Director

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

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Agreed: Occupational Therapist

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