

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: OCCUPATIONAL THERAPIST

| | | |
|--|---|--|
| Name: | | PO Box 1121 Bendigo Central Victoria 3552 |
| Position number: | | |
| Award/Agreement: | Victorian Stand-Alone Community Health Centres, Health Professionals Multi-Employer Agreement | Central Site: Ph: (03) 5448 1600 Fax: (03) 5441 4200 |
| Classification: | Occupational Therapist | Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5441 4200 |
| Site: | Kangaroo Flat however the position may work from any Bendigo based BCHS site as negotiated | Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5441 4200 |
| Hours per fortnight: | 76.0 hours per fortnight | Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101 |
| Tenure: | Ongoing | |
| Position description developed: | October 2018 | |
| Responsible to: | Team Manager - Strong Start | |

1. Position Role

The position of Occupational Therapist provides an opportunity for a suitably qualified and experienced person to work as the primary case worker with families to assist their child to reach their full potential using a trans-disciplinary approach and case coordination.

The Occupational Therapist will be responsible for providing supports under the service provision processes of the National Disability Insurance Scheme and will deliver substantial support in relation to their direct service provision, which includes children and their families with complex needs and circumstances.

2. Position Responsibilities

The responsibilities of the position are:

- Administer occupational therapy assessments and therapy for individual children.
- Work within the Strong Start team to plan and implement programs.
- Provide written reports for families and professionals as required.
- Screen and identify further assessment and referral needs of children.
- Develop programs for carers to implement in home environments.
- Consult with other professionals to enhance outcomes for children.
- Provide individual therapy sessions
- Facilitate group programs.

BENDIGO COMMUNITY HEALTH SERVICES

- Support and provide direct care services to consumers, including to children or families with complex needs and situations, as determined by the incumbent's scope of practice.
- Practice in a family-centred and collaborative manner to ensure service responses that are integrated and directed toward consumer goals.
- Support the Team Manager - Strong Start in the maintenance of effective relationships and collaborations.
- Prepare clear, concise, and well-organised written documents and oral presentations, as required.
- Facilitate a positive team culture that reflects BCHS' values and supports effective communication and resolution of conflicts.

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.

4. Key Selection Criteria

4.1 Essential

1. An appropriate and relevant tertiary qualification in Occupational Therapy.
2. Registration with the Australian Health Practitioner Regulation Agency (AHPRA).
3. Demonstrated record of practice knowledge, skills and experience in working with children and families and significant successful experience as a practitioner.
4. A sound knowledge of the relevant legislation, regulations, standards, and competencies related to the programs National Guidelines Best Practice in Early Childhood Intervention, National Disability Insurance Scheme Early Childhood Intervention Approach and Victorian Early Years Learning Framework.
5. Excellent interpersonal skills.
6. Competent level IT skills in the use of computers for word processing, email and internet.
7. Sound written and verbal communication skills, as demonstrated by preparation of timely, accurate and well-organised documents and understanding of privacy legislation and confidentiality requirements.
8. Knowledge of consumer centred practice and consultation methods for co-production/co-design.
9. Sound knowledge of the protective factors and contributors in relation to health inequality and vulnerability.
10. Ability to use local data to identify trends and issues and propose responses.
11. Demonstrated understanding of diversity and inclusiveness as a human rights issue.
12. Demonstrated commitment to continuous improvement, learning and innovation.
13. Current Working with Children Check.
14. Current Driver's Licence.

4.2 Desirable

1. Demonstrated ability to be innovative, flexible and responsive to short and long-term issues.

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

BENDIGO COMMUNITY HEALTH SERVICES

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.
- Demonstrate understanding and behaviours that reflect BCHS' philosophy of treating all people with respect, valuing diverse perspectives and participation in diversity training opportunities.

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.

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.

- Deliver twenty to twenty-five (20 to 25) billable hours of service per week.
- Show evidence of positive and productive team and individual management.

BENDIGO COMMUNITY HEALTH SERVICES

- Demonstrate the ability to develop quality partnerships with key internal and external consumers and stakeholders.

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.
- Complete the Disability Worker Exclusion Scheme Employment Screening Check before employment is confirmed.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- 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.

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.

.....
Approved: Andie West

Director - Children Youth and Family Support Services

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

.....
Agreed:

Occupational Therapist

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