

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: OCCUPATIONAL THERAPIST – EARLY INTERVENTION

<b>Award:</b>	Victorian Stand-Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017 – 2021
<b>Classification:</b>	AHP1 – Grade and Year is dependent upon qualifications and experience
<b>Site:</b>	This position is primarily based at our Kangaroo Flat site, however may be required to work from any BCHS site or outreach location as negotiated.
<b>Hours per fortnight:</b>	76 hours per fortnight (1 FTE)
<b>Tenure:</b>	Fixed Term to February 2022
<b>Position description developed:</b>	November 2020
<b>Responsible to:</b>	Team Manager – Strong Start

#### We want (Vision)

Better health and wellbeing across generations.

#### We exist (Mission)

To work hand in hand with our community to achieve healthier lives.

#### We strive for (Values)

- **Integrity**  
We are authentic and accountable, and we honour our obligations.
- **Respect**  
We build respectful relationships through trust, empathy and collaboration.
- **Inclusive**  
We recognise and promote accessible, safe and holistic supports and services as a basic human right.
- **Innovation**  
Through continuous learning, we ensure an agile, responsive and sustainable service.
- **Togetherness**  
We create a sense of connectedness, pride and support through enjoying our work and being passionate about making a difference.

Our pillars	Consumer and Community	Influence	Visible	Sustainable
The change we want to see	People in our community, especially those most in need, have improved health and wellbeing	We use evidence, data and the voice of our community to shape our supports and services	Our service is identified as a quality provider and our people are recognised as leaders	Our sustainability is based on a healthy culture, improved systems, outcomes and growth

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### **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.

### **Position Role**

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

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

### **Position Responsibilities**

The responsibilities of the position are:

- 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;
- Administer Occupational Therapy assessments and therapy sessions for individual children;
- Facilitate group programs;
- Work within the Early Intervention team to plan and implement programs;
- 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;
- Practice in a family-centred and collaborative manner to ensure service responses that are integrated and directed toward client 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;
- Participate in BCHS continuous quality improvement activities;
- Participate in research activities and implementation of evidence-based practice;
- Participate as required in the development of new policies, procedures and processes that impact on the Early Intervention service and on the achievement of relevant accreditation standards;
- Maintain and develop professional skills, in addition to monitoring new developments through continuing professional development;
- Participate in the monitoring and review of the demand for BCHS Early Intervention services to ensure services remain accessible and equitable;
- Actively promote BCHS' Early Intervention services, in addition to other BCHS services, to current and future clients;
- Other duties as directed.

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### **Key Selection Criteria**

#### **Essential**

1. Tertiary qualification in Occupational Therapy;
2. Current general registration with Australian Health Practitioner Regulation Agency;
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 and communication skills;
6. Competent level IT skills and 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-organized documents and understanding of privacy legislation and confidentiality requirements;
8. Knowledge of family centred practice;
9. Sound knowledge of the protective factors and contributors in relation to health inequality and vulnerability;
10. Demonstrated understanding of diversity and inclusiveness as a human rights issue;
11. Demonstrated commitment to continuous improvement, learning and innovation;
12. Current Working With Children's check;
13. Current driver's licence.

#### **Desirable**

1. Demonstrated experience of practice and experience in working with children with complex developmental needs;
2. Experience in working with electronic client management systems.

#### **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.

#### **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.

#### **Position Performance:**

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide high-quality service delivery of 20-25 billable hours of service per week
- Show evidence of positive and productive team and individual management.
- Demonstrate the ability to develop quality partnerships with key internal and external consumers and stakeholder.
- Demonstrate positive outcomes for consumers through appropriate management and interventions.
- Demonstrate a consumer-centered service delivery approach which meets individual preferences, needs and diversity.
- Demonstrate a holistic and integrated service delivery approach for consumers.

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### **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 behaviour to reflect that BCHS aims to treat all people with respect, values diverse perspectives and participates in diversity training opportunities.

### **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.

### **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.

### **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.

### **Diversity and Culture:**

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

### **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.

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### **Other Essential Requirements**

#### **Staff will:**

- Complete all required probity checks BEFORE employment is confirmed.
- 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 policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

#### **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.

#### **Other Information**

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.

APPROVED