

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: OCCUPATIONAL THERAPIST

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| Award: | Victorian Stand-Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017 – 2021 |
| Classification: | AHP2 – Year is dependent upon qualifications and experience |
| Site: | This position is primarily based at our Kangaroo Flat site, however will be required to work at kindergarten sites throughout the Bendigo region and may be required to work from any BCHS site or outreach location as negotiated. |
| Hours per fortnight: | 38 hours per fortnight |
| Tenure: | Fixed Term December 2024 |
| Position description developed: | January 2020 |
| Responsible to: | 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 |

BENDIGO COMMUNITY HEALTH SERVICES

Position Role

The School Readiness Funding initiative is an exciting new initiative that will provide kindergartens with funding to access quality programs and supports to help children get the most out of their early learning. Through the funding kindergartens with large numbers of educationally disadvantaged children enrolled will receive more allied health support. This is an exciting opportunity for you to work with kindergarten educators and families in kindergarten communities to build their capacity to support young children's learning in the key areas of communication (language development) wellbeing (social and emotional) and access and inclusion. You will enhance the professional and parenting practices of educators and families, using evidence-based practices from your allied health discipline, to benefit all children they work with or care for.

Allied Health professionals will work in collaboration with educators and families to build their capability to create an environment for kindergarten aged children that promotes:

- improved speech, language, social interaction and early literacy outcomes;
- self-regulation and positive and pro-social behaviours;
- social and emotional wellbeing.

The successful applicant will be required to undertake probity activities prior to an offer being made. These include a Working With Children's Check, National Police Check and NDIS Worker Screening.

Position Responsibilities

The responsibilities of the position are:

- work collaboratively with kindergartens and Department of Education and Training area staff across the Bendigo area to plan for how they will utilise their allied health entitlement;
- build the capability of educators and families to support children through coaching, modelling, group training, case consultation support and other discipline specific services;
- provide allied health support to kindergartens and to families and communities;
- travel to kindergartens within the Bendigo area;
- provide some support remotely / via online platforms to educators and families.

Key Selection Criteria

Essential

1. A graduate or post-graduate degree in speech pathology, occupational therapy
2. Current general registration with the Australian Health Practitioner Regulation Agency (AHPRA).
3. Experience working in paediatric allied health (occupational therapy).
4. Experience working in a capability building and coaching role with educators and families to promote skills and knowledge in child development.
5. Demonstrated ability to work collaboratively in a multi-disciplinary team to develop and implement evidence-based programs that meet the goals and desired outcomes for children, families and educators.
6. Highly developed communication, networking and interpersonal skills to liaise with a range of people in the education and community health community, and beyond.
7. Understanding of the impact that the priority areas of communication (language development) wellbeing (social and emotional) and access/inclusion have on children's achievement, wellbeing and engagement and how to measure impact of service
8. Ability and interest to work within the Victorian Early Years Learning and Development Framework (VEYLDF). The VEYLDF can be found [here](#):

BENDIGO COMMUNITY HEALTH SERVICES

<https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veyldframework.pdf> Training on the VEYLDF will be provided to successful applicants.

9. Sound knowledge of the protective factors and contributors in relation to health inequality and vulnerability;
10. 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;
11. Competent level IT skills and the use of computers for word processing, email and internet;
12. Demonstrated understanding of diversity and inclusiveness as a human rights issue;
13. Current driver's licence.

Desirable

1. Experience working in a kindergarten setting;
2. Demonstrated experience of practice and experience in working with children with complex developmental needs;
3. 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.

Position Performance

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide high-quality service delivery to Kindergartens, Educators, and Families. Full Time 6 face to face sessions per week, part time pro rata service deliverables.
- 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.

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.

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.

BENDIGO COMMUNITY HEALTH SERVICES

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.

Other Essential Requirements

Staff will:

- 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' policies and procedures.
- 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.