

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: OCCUPATIONAL THERAPIST

<b>Award:</b>	Victorian Stand-Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2021 – 2022
<b>Classification:</b>	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>	Hours negotiable (full & part time available)
<b>Tenure:</b>	Fixed Term until 30 December 2026
<b>Position description developed:</b>	February 2023
<b>Responsible to:</b>	Senior Leader – Early Years

#### 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**

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### **The Role of the Team**

The School Readiness Funding initiative provides 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, receive more allied health support. Therapists 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.

### **Position Role**

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

- Self-regulation and positive and pro-social behaviours.
- Social and emotional wellbeing.

### **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.
- Other duties as directed.

### **Key Selection Criteria**

#### **Essential**

1. A graduate or post-graduate degree in Occupational Therapy.
2. Current Registration with Australian Health Practitioner Regulation Agency (AHPRA).
3. Experience working in paediatric allied health.
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). Training on the VEYLDF will be provided to successful applicants.

## **BENDIGO COMMUNITY HEALTH SERVICES**

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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-organised 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.
14. A current Police check, Working with Children Check.

### **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.
4. Ability to provide vaccination information that meets the requirements for healthcare workers.

### **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 to Kindergartens, Educators, and Families. Full Time 8 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.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with BCHS privacy and confidentiality procedures.

## **BENDIGO COMMUNITY HEALTH SERVICES**

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### **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.

### **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 BCHS' values.

### **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; provides 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.

## **BENDIGO COMMUNITY HEALTH SERVICES**

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### **Other Essential Requirements**

#### **Staff will:**

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with 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**

- Salary Packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS has a commitment to environmental sustainability.

APPROVED