

Position Description

Position Title:	Occupational Therapist
Reports to:	Program Manager – Rural Allied Health Team
Department:	Rural Allied Health Team
Directorate:	Community Care & Mental Health
Cost centre:	J5003
Code & classification:	Grade 3 (VG3 - VG6)
Employment conditions:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 – 2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Rural Allied Health Team (RAHT) operates from GV Health's CommunityHealth@GVHealth campus, 121-135 Corio Street, Shepparton. RAHT services include Dietetics, Occupational Therapy, Physiotherapy, Podiatry, Social Work and Speech Pathology who are supported by an Intake Worker and Team Assistant (AHA/EN) positions. The RAHT provides services across the municipalities of the Greater Shepparton, the Shire of Moira, and the Shire of Strathbogie. Services are primarily delivered under the Commonwealth Home Support Program (CHSP) and the State Home & Community Care Program for Younger People (HACC PYP).

Services will be provided within the philosophy of the Victoria HACC PYP Active Service Model (ASM) and CHSP wellness, re-ablement and restorative frameworks. The frameworks aim to increase the effectiveness of services by maximising client independence through person centred and capacity building approaches to service delivery. As an outcome of this model of care the capacity of clients to live independently and to participate in social and community activities is improved or maintained such that their need for recurrent CHSP/HACC PYP services is delayed or reduced.

The team also works in a private practice model with clients who have a funding package (for example a Home Care Package or the National Disability Insurance Scheme NDIS) or are full fee paying working, within the allocated hours and resources available from within the client's funding package. This involves working closely with case managers, support co-ordinators and planners to ensure the provision of care meets the client's needs.

Occupational Therapy services to clients will be provided in home and group based settings and involves the provision of home safety and functional assessments, prescription of aids, equipment and home modifications, implementation of programs to support ADL retraining and independence, energy conservation and pressure care management. The role also involves developing client directed care plans with an episodic approach focusing on clients identified goals and priorities. There is an opportunity to work closely with home care agencies and other community programs to assist achieving the client's goals.

The senior Occupational Therapist in the RAHT will:-

- Function as a member of the interdisciplinary team and provide clinical expertise and comprehensive services to consumers within their home and local community.
- Undertake staff supervision to ensure safe and effective care and optimal client outcomes.
- Be responsible for the planning, review and implementation of service development and quality initiatives to enhance the delivery of high-quality Occupational Therapy services within the RAHT service model.
- Work collaboratively with the RAHT Team Leader & Quality Co-ordinator and Program Manager to support the delivery of efficient and effective services within funding body requirements, across the RAHT funding streams and disciplines.

The position will also assist in the development and implementation of service models and independence programs in line with the current Government aged and disability sector reforms such as the Support at Home program, National Disability Insurance Scheme (NDIS) and other areas of allied health service delivery.

The position amongst others is responsible for promoting GV Health as a quality regional health service provider.

RESPONSIBILITIES AND DUTIES

This position is responsible to the Program Manager, Rural Allied Health Team.

The following duties are inclusive of but not limited to

- Provision of Occupational Therapy services in accordance with the CHSP, HACC PYP and NDIS program guidelines.
- Provision of discipline specific input (clinical assessment, treatment and management) to integrated assessments and individual client programs.
- Participation in client directed care planning and goal setting.
- Support of clinical intake functions through the provision of advice and guidance of complex cases.
- Provision of advice and guidance for community and other organisations regarding CHSP, HACC PYP and NDIS Occupational Therapy interventions.
- Provision of clinical leadership, support and guidance to Occupational Therapy staff within the RAHT and other programs within GV Health.
- Participate in and lead quality improvement and service development activities.
- Lead and implement the development of all elements of the RAHT Occupational Therapy service with application of evidence-based practice and innovative solutions to enhance clinical effectiveness, service efficiencies and the quality of service provided to consumers.
- Lead and support the development of competencies and capabilities to achieve optimal consumer outcomes.
- Undertake staff supervision in line with framework such as the Allied Health credentialing, competency and capability framework, Supervision and Delegation Framework for Allied Health Assistants and GV Health's Allied Health Supervision procedure.
- Co-ordinate supervision of Occupational Therapy student placements and participation in broader RAHT student placement programs.
- Represent the RAHT at organisational and regional meetings.
- Ensure the RAHT is meeting program and funding body objectives, including accreditation requirements.

1. Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.

- Undertake timely assessments, reviews, generation of reports and follow-up agreed goals of care planning, family meetings, case conferences and stakeholder meetings.
- Provide services to clients from an active service model/re-ablement approach, with a focus on self-management, informed decision making and empowerment.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.
- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.
- Review and allocate caseloads and ensure where required matching of referrals to clinicians with the most appropriate skills or areas for skill development.
- Liaise and maintain open communication with the interdisciplinary team, Service Access Unit and broader services regarding consumer care needs.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved and quality and safe clinical care is provided.
- Maintain accurate and current clinical records ensuring documentation meets professional and legal standards.
- Promptly report vital consumer observations that are outside the normal range as per clinical guidelines.
- Ensure an effective discharge or transition between services that reflects the needs of the consumer.
- Provide services which are accessible, responsive and support the needs of diverse communities and the identified CHSP/HACC PYP special needs groups.

2. Develop and maintain collaborative relationships with all disciplines.

- Build and maintain effective working relationships with internal and external services.
- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes.
- Respect the decisions and actions of others.
- Actively contribute to interdisciplinary team meetings to and professional education sessions to facilitate consumer care goals and program objectives.
- Provide RAHT Manager with regular feedback regarding clinical practice and standards of care, in line with GV Health performance management processes and professional reporting.
- Provide clinical leadership to facilitate development of the RAHT model of care and raise awareness of the RAHT services across both internal and external community agencies.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of clinical practice.
- Maintain and further develop knowledge of best practice in the provision of community based Occupational Therapy/Allied Health care.
- Actively participate in identifying where improvements can be made to the quality of consumer care and provide innovative solutions to complex issues.
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- Ensure the RAHT operates in line with relevant guidelines, eligibility criteria, objectives, quality standards, organisational policy and legislative requirements.
- Support and assist with approved research programs as required.

4. Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health, RAHT, CHSP, HACC PYP and NDIS.
- Undertake credentialing and review of scope of practice and work within these.
- Improve performance through supervision, reflective practice and by seeking feedback, setting goals and participating in annual performance reviews.
- Support the development of others by acting as a resource to colleagues and participating in orientation and precepting of new employees and supervising students.
- Provision of appropriate clinical supervision in line with the GV Health Allied Health supervision framework to ensure client care is appropriately supported to achieve identified goals and care outcomes
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.
- Participate in service reviews, team meetings and planning sessions.
- Identify employee education and development needs, recognise competencies of employees and ensure employees complete compulsory competencies.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Bachelor of Applied Science (Occupational Therapy) or equivalent and eligibility for membership of professional association.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA) as an Occupational Therapist.

Essential:

- A minimum of 7 years clinical experience in a healthcare setting, including working in community-based positions.
- Demonstrated clinical expertise and experience working within home, group and community settings delivering services to consumers with complex presentations, inclusive of complex health conditions, disabilities, memory impairment, cultural and diverse backgrounds.
- Comprehensive knowledge of person-centred care and experience in providing services with an episodic approach and within a self-management framework and active service model/reablement approach to care delivery.
- Knowledge of the service system, and ability to liaise and advocate across the full spectrum of health and community services.
- Experience in the supervision and mentoring of professional entry level students, clinical staff and allied health assistants.
- Experience in the planning, implementation and evaluation of Occupational Therapy services, (including clinical practice and models of care) within home and community settings with the application of evidence-based approaches and quality improvement frameworks.
- Excellent interpersonal, written and verbal communication skills, including computer literacy, and the ability to produce well written reports, guidelines and procedures.
- Demonstrated ability to work collaboratively within a multidisciplinary team environment including the ability to initiate and maintain effective professional relationships.

- Self-motivated and self-directed with a high level organisational and time management skills, including an ability to prioritise a flexible and varied workload to maximise use of time and meet deadlines.
 - Current Drivers Licence
 - Clear National Disability Insurance Scheme Worker Screening Check prior to commencement of employment.
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
 - Registration is maintained and working within scope of practice.
 - Attendance and active participation at meetings as required.
 - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework and RAHT / CHSP / HACCP / NDIS training and education requirements.
 - Statistics, evaluations and reports are completed within agreed timeframes.
 - Meet the expected target (hours) for service delivery and throughputs.
 - Actively participate in RAHT and Occupational therapy specific quality improvement activities including completion of service development/quality plans, procedures, guidelines, frameworks and quality reports.
 - Evaluate Occupational Therapy service to ensure best practice.
 - Completion of audits, accreditation and compliance requirements.
 - Support 100% completion of staff performance and development reviews and supervision requirements.
 - Deliver Occupational therapy services in line with established RAHT program guidelines and processes.
 - Active participation in the Performance and Development review process.
 - Adhere to the Occupational Therapy Australia code of conduct
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AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstrate GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Provide a trauma informed and healing aware approach;

- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care & Mental Health

Occupational Therapy

Reviewed by:

Jenelle Gannon

Issue Date:

March 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)