

Position Description

Position Title:	Grade 2 Occupational Therapist
Reports to:	Manager Occupational Therapy
Department:	Occupational Therapy
Directorate:	Community Care and Mental Health
Cost centre:	N2702
Code & classification:	Grade 2 (VF6 – VF9)
Employment conditions:	Allied Health professionals (Victorian Public Sector) (Single Interest Employers) 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 Grade 2 Occupational Therapist will provide specialist assessment, treatment and discharge planning to patients from a range of the following clinical areas:

- Acute in-patient wards (including medical, surgical, respiratory, and critical care unit)
- Sub-acute in-patient wards
- Sub-acute in the home
- In-patient mental health unit
- Outpatients (renal unit)

As a member of the interdisciplinary team, the Grade 2 Occupational Therapist will be required to assess, plan, recommend and implement a wide range of Occupational Therapy services to inpatients recovering from medical conditions, trauma, surgery, acute illness or serious mental illness. Current evidence-based practice will be utilised to develop effective methods of management, communication and information sharing with other team members and service providers.

The Grade 2 OT will also have opportunity to supervise and support junior OT staff and students. The Grade 2 OT will report directly to the Occupational Therapy Manager and receive regular clinical supervision and support.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Provide timely assessment, appropriate intervention, advice and facilitation of safe discharge planning to inpatients admitted with a variety of conditions.
- Triage and prioritise new referrals in a timely manner to optimise intervention.

- Provide coordinated care by working in a multidisciplinary team environment to ensure optimal and timely discharge home, transfer to other units or residential care.
- Facilitate group programs as indicated including therapy groups and educational programs.
- Provide timely and professional liaison with other therapists, care providers and families of patients where appropriate.
- Provide clinical supervision of, and direction for, Grade One Occupational Therapists, Allied Health Assistants and undergraduate students on clinical placement.
- Maintain accurate written and electronic documentation and records of progress of patients, interventions and services provided.
- Participate in team meetings and actively maintain and monitor statistics to be able to provide up-to-date information to the Manager Occupational Therapy.
- Participate in quality improvement activities to ensure best practice and optimal patient outcomes.
- Communicate any issues with the Manager Occupational Therapy as they arise, and use collaborative, problem-solving methods to provide solutions to any such issues.

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
- 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
- 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 from hospital or services that reflects the needs of the consumer.

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

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

- Maintain current knowledge of best practice evidence and clinical practice guidelines
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Participate in clinical audits, research, process redesign and accreditation against healthcare standards
to ensure ongoing clinical practice improvement and the quality of consumer care.

- 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
 - Undertake credentialing and review of scope of practice and work within these
 - Actively engage in clinical supervision
 - Improve performance 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 mentoring of new employees and supervising students
 - Provision of appropriate supervision to less experienced clinical employees
 - Participate in committees and professional groups and disseminate relevant information to other health care professionals.
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KEY SELECTION CRITERIA

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

- Relevant tertiary qualification in Occupational Therapy and eligibility for membership of Occupational Therapy Australia
- Current registration with the Australian Health Practitioner Regulation Agency as an Occupational Therapist

Essential:

- Extensive experience providing Occupational Therapy services in the in-patient setting with knowledge of, and the ability to assess, goal set, prescribe interventions and develop effective discharge plans
- Sound knowledge of working with clients with a variety of diagnoses, including well developed complex problem solving skills and an aptitude for complex discharge planning
- Demonstrated ability to work as an individual within a multidisciplinary team, including the ability to create and maintain effective professional relationships
- Proven organisational and time management skills with an ability to prioritise and manage a diverse caseload
- Well-developed interpersonal, written and verbal communication skills, including computer literacy and an ability to produce well written reports
- Demonstrated experience in conducting quality improvement projects (or a working knowledge of quality improvement processes)
- Current drivers licence

Desirable:

- Experience supervising staff or students
 - Experience working with NDIS clients, including report writing
 - Knowledge of the mental health service system, including related professional practice standards and legislation and a knowledge of the concept of recovery.
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- 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
- Active participation in the Performance and Development Review process
- ABC statistics data reporting is completed within agreed timeframes
- Completion of correspondence to service providers to communicate client plans and outcomes;

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;
- 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.

Inherent Requirements

GV Health has a duty of care to all employees. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if

required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The role may require the following tasks among other things:

Consumer Care Role	
<ul style="list-style-type: none"> • manual handling (pushing, pulling equipment) • general consumer handling and clinical duties • sitting, standing, bending, reaching, holding • pushing pulling trolleys and equipment • working alone • general clerical, administration work, computer work • use of personal protective equipment and handling • operating equipment 	<ul style="list-style-type: none"> • handling general and infectious waste • participating in shift work and on-call • exposure to substances and hazardous materials • working at other locations may be required • dealing with anxious or upset consumers or members of the public • driving a motor vehicle

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 and Mental Health**Grade 2 Occupational Therapist**

Reviewed by:

Manager Occupational Therapy

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](#)