

# Position Description

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| <b>Position Title:</b>            | Occupational Therapist   |
| <b>Operationally Reports to:</b>  | Manager Ambulatory Aged Care Programs  |
| <b>Professionally Reports to:</b> | Chief Allied Health Officer  |
| <b>Department:</b>                | Ambulatory Aged Care Program   |
| <b>Directorate:</b>               | Community Care and Mental Health   |
| <b>Cost centre:</b>               | F8506  |
| <b>Code &amp; classification:</b> | Occupational Therapist Grade 2 (VF6 – VF9)   |
| <b>Employment conditions:</b>     | 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) |

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**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).

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## POSITION SUMMARY

The Grade 2 Occupational Therapist (OT) is integral to the multidisciplinary team providing services through the Ambulatory Aged Care Programs (AACP) at GV Health. The Grade 2 OT will provide comprehensive occupational therapy services to clients admitted to AACP. AACP consist of 3 programs: Transition care Program (TCP), Restorative Care Program (REST) and GEM in The Home (GITH).

The Transition care Program provides short term support and active management for older people at the interface of the acute/sub-acute and residential aged care sectors. It is goal oriented, time limited and targets older people at the conclusion of a hospital episode who require more time and support in a non-hospital environment to complete their restorative process optimise their functional capacity and finalise and access their longer term care arrangements.

Restorative Care Program provides the same support and management as TCP, the clients in Restorative care are admitted patients of GV Health while on this program. They can be younger clients (50+) and do not require an ACAS assessment to access the program.

GEM in The Home service is person focused and operate within an integrated service delivery model utilising interdisciplinary team based care with an emphasis on flexible service delivery in a range of care settings. The aim is to improve and maintain a person's functional capacity and maximise their independence.

The Grade 2 Occupational Therapist position aids the operation of AACP by providing high level assessment, review and intervention in relation to Occupational Therapy needs and Cognitive Assessment to clients in the community setting. Current evidence based practice will be utilised to develop effective methods of management, communication and information sharing with other team members and service providers

## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to:**

- Provide timely assessment, appropriate intervention and advice to clients admitted to AACP.
- Triage 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.
- Provide timely and professional liaison with other therapists, care providers and families of clients where appropriate.
- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.
- Provide clinical supervision of, and direction for, Grade One Occupational Therapists, Team Assistants/Allied Health Assistants and undergraduate students on clinical placement.
- Communicate any issues with the Team Leaders as they arise, and use collaborative, problem-solving methods to provide solutions to any such issues.
- Participate in team meetings and actively maintain and monitor statistics to be able to provide up-to-date information to the Manager AACP.
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Develop and undertake quality improvement activities relevant to Occupational Therapy outcomes and practice, and multidisciplinary care, in AACP.
- Participate in clinical audits, research, process redesign and accreditation against aged care and healthcare standards to ensure ongoing clinical practice improvement and the quality of consumer care.
- Develop relevant standard work practices and procedures pertinent to Occupational Therapy practice, in collaboration with team members.
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Adhere to the Home Visiting safety guidelines at GV Health and ensure that safety risks are addressed in the planning and conduct of all in-home and off campus service activities.
- 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.
- Complete the mandatory training requirements as defined by GV Health.
- 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 the Aged Care Act, National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.

## KEY SELECTION CRITERIA

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

- Current registration with AHPRA as an Occupational Therapist.
- Relevant tertiary qualification in Occupational Therapy.

### Essential:

- Extensive experience providing Occupational Therapy services in the community setting with knowledge of, and the ability to administer standardised assessments
- Sound knowledge of working with clients with a variety of medical and surgical presentations
- 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
- Demonstrated ability to liaise with a wide range of health professionals, service providers, equipment suppliers and members of the community
- Well-developed interpersonal, written and verbal communication skills, including computer literacy and an ability to produce well written reports
- Current, full Victorian Driver's Licence
- Satisfactory NDIS Worker Screening Check prior to commencement of employment

### Desirable:

- Knowledge and/or experience of delivering services to individuals and families from Aboriginal and Torres Strait Islander backgrounds, people from culturally and linguistically diverse backgrounds, and also individuals from socially disadvantaged backgrounds
- Ability to demonstrate an understanding of how service delivery can be impacted by rural or regional location of clients and their families
- Experience working with frail older people, people with disabilities and their carers, and people living in rural communities.

## 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 maintenance of collaborative relationships with all other teams and professionals;
- Promotion and enablement of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribution to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Coordination and oversight of the delivery of safe and innovative person-centred care in the community setting, both centred based and in the home
- Achievement of the following:
  - 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
  - Completion of correspondence to service providers to communicate client plans and outcomes.
  - Adherence to AHPRA & National Boards Shared Code of Conduct.
  - Completion of risk screening and assessments as required under team Standard Work Practices
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#### **AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstrate GV Health values and behaviours, and be 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;
- 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;
- 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
- 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.

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#### **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.

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| Directorate Community Care | Occupational Therapist Ambulatory Aged Care Programs |
|----------------------------|--|
| <b>Reviewed by:</b>        | Kathie Lowe  |
| <b>Issue Date:</b>         | April 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](#)