

# Position Description

<b>Position Title:</b>	Occupational Therapist Educator
<b>Reports to:</b>	Senior Mental Health Nurse
<b>Department:</b>	Mental Health
<b>Directorate:</b>	Community Care & Mental Health
<b>Cost centre:</b>	H0856
<b>Code &amp; classification:</b>	Senior Clinical Occupational Therapist Year 4 (YB27)
<b>Employment conditions:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 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

Reporting operationally to the Senior Mental Health Nurse. The role will support the integrity of clinical practice standards, oversight of undergraduate and entry level programs and vision for future workforce.

The principal occupational therapy educator will partner with lived experience leaders and other disciplines to support continuing evolution of a model of care consistent with the recommendations of the Royal Commission in Mental Health. The Mental Health Clinical Educator, will strive to influence and collaborate with, external partners, the AMAH Allied Health Leadership Group and lived experience leaders to transform the mental health service system to align with co-designed, enabling and compassionate future mental health services.

The Educator will work within the professional development team and alongside the Social Work Educator and Clinical Nurse Educators to deliver a multidisciplinary graduate program for early career allied health professionals and nurses. Key elements will include the provision of professional supervision, education, training to support and develop Occupational Therapy graduates and students undertaking clinical placement with GVAMHWS.

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## RESPONSIBILITIES AND DUTIES

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

- The Occupational Therapy Educator role is required to establish a pathway to attract, support and develop occupational therapy graduates
- Provide and/or co-ordinate professional support, education and training for occupational therapy graduates employed in any areas across GVAMHWS.
- Align discipline specific workforce development priorities with co-designed, evidence informed future models of care

- Model reflective practice, develop and consolidate supervision capability (individual and group) including direct supervision of graduates.
- Provide input to GVAMHWS's workforce development and education program ensuring the allied health workforce take up opportunities to develop practice, as well as influence the content of all mandatory training to ensure it reflects whole of person/family considerations.
- Inspire and work to embed allied health perspectives and interventions in routine clinical practice.
- Actively participate in Allied Health (and other) Leadership teams to promote and guide the development of social and occupational models of health and wellbeing
- Provide leadership, supervision and support to other allied health disciplines practicing or establishing practice in community.
- Innovate and develop new initiatives based on perceived gaps and opportunities.

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## **PERSONAL QUALITIES AND CAPABILITIES**

- Understand own emotions and feelings and how they can impact performance
- Being open to feedback and aware of own strengths and areas for development
- Demonstrating reliability by meeting commitments and utilising organisational and time management skills
- Remain open and flexible to change.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Sound communication and interpersonal skills
- Assume responsibility for own learning needs, and develop personal learning objectives with guidance from supervisor and practice leads and in line with competency framework
- Self-motivated with high level of communication, teamwork and time management skills.
- Ability to actively listen, sensitively respond and understand others' perspectives
- Ability to manage conflict in the workplace through active listening, open communication and de-escalation.
- Develop and maintain appropriate professional working relationships with members of the multi-disciplinary team and external service providers
- Work collaboratively with others toward shared goals
- Effectively works as part of a team and models team qualities like respect, helpfulness and cooperation.

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## **KEY SELECTION CRITERIA**

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

- Bachelor and/or Masters of Occupational Therapy or equivalent and registration with Australian Health Practitioner Regulation Agency (AHPRA)

### **Essential:**

- 5 years' experience working in mental health
- Experience in providing clinical supervision to occupational therapists
- Demonstrated commitment to the attainment of mental health occupational therapy excellence through participation in identification of graduates' educational needs and developmental implementation and evaluation of graduates' professional development and training programs

- Demonstrated knowledge of and an understanding of policy, standards and legislation relating to occupational therapy practice and mental health service delivery and care
- Demonstrated ability to support and supervise students and graduates and to act as a role model in the field of mental occupational therapy work
- Demonstrated ability to utilise computerised programs for the purpose of maintaining records; writing reports and preparing educational/training presentation
- Ability to work collaboratively with the graduate nurse program and social work graduate programs as well as nurse educators whilst promoting and valuing the contribution of discipline specific skills

**Desirable:**

- Qualifications in workplace training and assessment
- Training in supervision models, ideally at an advanced level

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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;
- Implementation and evaluation of a graduate Occupational Therapy program model as per the program model outlined and recommended with the mental health and AOD workforce strategy and planning divisions.
- Is able to demonstrate participation in own clinical supervision
- Development of training/education schedules for graduates, early career staff and students allocated to programs within GVAMHWS.

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**AT GV HEALTH ALL STAFF ARE REQUIRED TO**

- Demonstration of 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;
- Development and maintaining of 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.

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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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Community Care & Mental Health	Occupational Therapist Educator
<b>Reviewed by:</b>	Senior Mental Health Nurse
<b>Issue Date:</b>	December 2025

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## 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](#)