

Position Description

Position Title:	Occupational Therapist
Reports to:	Manager - Community Health Programs
Department:	Community Health Programs
Directorate:	Community Care & Mental Health
Cost centre:	L0106
Code & classification:	Grade 2 (VF6 – VF9)
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021 – 2026 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 Community Health Programs operate from GV Health's Corio Street campus and include Community Health, Health Promotion and Self-Management Support services.

The programs provide a range of services to consumers living in the Goulburn Valley region. Community Health services include: Dietetics, Occupational Therapy, Healthy Mothers Healthy Babies Outreach Program, Physiotherapy, Podiatry, Sexual Health Nursing and Speech Pathology. The Health Promotion team coordinates and supports a variety of projects and initiatives aimed at raising awareness of and addressing priority health and wellbeing issues. The Self-Management Support service provides health coaching for people living with chronic disease, QUIT education and group programs.

The Community Health Programs are funded by the Victorian Government to provide high quality coordinated care and integrated service provision. The principles that underpin community health service provision include that care is person-centred, culturally responsive, evidence based, goal directed, reflects a team approach, builds self-management capacity, promotes health literacy, is provided early and promotes health and wellbeing.

Reporting to the Manager Community Health Programs, the Occupational Therapist is responsible for providing assessment and therapeutic interventions to predominantly children (0–6 years of age), and their families, presenting with a variety of childhood-related developmental delays, neurological conditions, pre-diagnosis Autism Spectrum Disorders, and other health and developmental issues impacting the child. The Occupational Therapist will ensure that interventions chosen are effective and based on best available evidence, and will liaise closely with other key stakeholders across a range of internal and external service providers to facilitate a collaborative approach to service provision and positive consumer outcomes.

Other tasks, such as quality improvement initiatives, as defined appropriate by the Manager may be required to be undertaken provided they are within the capabilities of the person at the time.

RESPONSIBILITIES AND DUTIES

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

- Provide timely assessment, management and advice to children and their families presenting with a variety of childhood-related developmental delays, neurological conditions, pre-diagnosis Autism Spectrum Disorders, and other health and developmental issues impacting the child.
- Manage complex and varying consumer presentations, and offer referral to alternate/specialist services if the consumer's needs are greater than what can be provided.
- Plan, co-facilitate and review paediatric group programs.
- Provide advice and assistance to other Community Health team members in the management of consumers to provide a holistic, multidisciplinary team approach to care.
- Provide timely and professional liaison, reports and letters to other stakeholders involved in the consumer's care (such as GPs, Paediatricians, other medical specialists, Maternal and Child Health Nurses, carers and kindergarten/school staff) to facilitate coordinated care.
- Complete accurate, detailed and timely records of sessions and interactions with consumers and their families/carers.
- Provide direction and supervision for Team Assistants in the provision of Occupational Therapy services and group programs as required.
- Complete all statistics, data entry and administrative tasks in a timely manner to comply with Community Health's data reporting requirements.
- Perform timely triage and management of all new referrals to Community Health Occupational Therapy and ensure appropriate categorisation of referrals.
- Monitor active consumer lists regularly to ensure timely review and appropriate discharge.
- Provide clinical supervision for Occupational Therapy students as required.
- Participate in quality improvement activities relating to the Community Health Occupational Therapy service and the program as a whole.
- Attend team meetings and participate in all other required meetings/groups as directed by the Manager.
- Communicate any issues with the Program Manager as they arise and use collaborative problem-solving methods to provide solutions for any such issues.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

KEY SELECTION CRITERIA

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

- Current registration with the Australian Health Practitioner Regulation Agency as an Occupational Therapist

Essential:

- Excellent knowledge and skills in the provision of Occupational Therapy assessment and intervention for young children presenting with a range of developmental delays, neurological conditions, pre-diagnosis Autism Spectrum Disorders, and other health and developmental issues impacting the child.
- Knowledge of evidence-based approaches to paediatric Occupational Therapy service provision and the ability to apply these to consumer care.

- Understanding of how service delivery can be impacted by rural or regional location of consumers, and a commitment to delivering care in line with the principles of Community Health, including recognition of the social determinants of health.
- Ability to work collaboratively as an individual practitioner within a multidisciplinary team environment including the ability to initiate and maintain effective professional relationships.
- Proven organisational and time management skills with an ability to prioritise and manage a diverse caseload.
- Possession of excellent interpersonal, written and communication skills, including computer literacy and the ability to produce well-written reports.
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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.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Demonstrating of GV Health CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Registration is maintained and working within scope of practice
- Services are provided in accordance with the Community Health Integrated Program Guidelines
- Expected service delivery target (hours) is met
- Statistics, data entry and clinical documentation are completed accurately and within required timeframes
- Attendance and active participation at meetings as required
- Participation in quality improvement activities
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework and Community Health Programs
- Active participation in the Performance and Development review process
- Adherence to the Australian Association of Occupational Therapists Code of Ethics

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of 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;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;

- 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 and maintain all 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;
- Comply with requirements of the 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 Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children’s Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All 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.

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 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

Occupational Therapist

Reviewed by:

Manager – Community Health Programs

Issue Date:

June 2026

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](#)