

Position Description

Position Title:	Occupational Therapist
Reports to:	Manager Victorian Paediatric Rehabilitation Service Goulburn Valley
Department:	Victorian Paediatric Rehabilitation Service Goulburn Valley
Directorate:	Community Care and Mental Health
Cost centre:	F0753
Code & classification:	Occupational Therapist 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 Victorian Paediatric Rehabilitation Service – Goulburn Valley (VPRS-GV) is a specialist ambulatory clinic, part of the Health Independence Program (HIP) suite of services. HIP services are person-focussed 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.

VPRS-GV is a specialist assessment and treatment service for children and adolescents who as a result of injury, medical/surgical intervention, or functional impairment, will benefit from a program of developmentally appropriate, time-limited, goal-focused, multidisciplinary rehabilitation. In addition it provides long term monitoring and review for children and adolescents until the age of 18 years.

VPRS-GV is part of the Victorian Paediatric Rehabilitation Service (VPRS) statewide service. The VPRS vision is to ensure Victorian children requiring specialist rehabilitation are able to access the level of service they require, at the right time, in the most appropriate location, as close to home as possible. The VPRS-GV is based at Goulburn Valley Health in Shepparton, but provides services across the Hume region and into southern NSW, greatly increasing the opportunity for access to specialist paediatric rehabilitation services for children and adolescents in these areas.

VPRS service delivery is underpinned by the following principles:

- Child-and-adolescent-centred and family-focused clinical care
- Evidence-based best practice
- Integrated continuum of care from hospital to community
- Appropriate linkages with other services

This position is responsible for providing Occupational Therapy expertise to clients of VPRS-GV. The Occupational Therapist (OT) will function as a member of an interdisciplinary team and is responsible for the planning and implementation of high quality Occupational Therapy services for children within VPRS-GV. The role will include liaison with external organisations to ensure that a continuum of care is maintained between services.

This position will work with occupational therapists across VPRS to apply an evidence based approach to practise and develop effective methods of management, communication and information sharing with other services and health professionals.

Clinical research and/or the pursuit of higher qualifications are encouraged and will be supported both within the service and the broader organisation as much as possible.

RESPONSIBILITIES AND DUTIES

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

- Provide occupational therapy services to clients of the VPRS-GV. This will include assessment, therapy, monitoring and review of clients.
- Liaison with clients' support networks including families, schools, community therapists and other health care providers.
- Specific clinical skill requirements will include upper limb musculo –skeletal assessment, splinting, serial casting and bimanual therapy. Additional support &/or training will be provided as required.
- Maintain key contact duties as outlined in the VPRS-GV Key Contact guidelines
- Contribute to the multidisciplinary VPRS-GV Assessment & Review and Botox Clinics.
- Participate in the annual service review and strategic planning
- Contribute to quality improvement activities as allocated
- Undergraduate student supervision
- 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
- Carry out duties as per the relevant duty routines
- Provide a high quality service to internal customers and consumers that reflects best practice and adds value to GV Health

KEY SELECTION CRITERIA

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

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

Essential:

- Broad knowledge and experience in the planning, implementation and evaluation of current Occupational Therapy practice within rehabilitation and community settings with a well developed understanding of an evidence based approach to person centred care

- Demonstrated specialist expertise and skills in management of children and adolescents with acquired brain injury, musculo-skeletal injury and dysfunction, and cognitive or developmental based conditions with functional impairment.
 - Demonstrated knowledge of paediatric rehabilitation principles and the importance of providing a Family Centred service
 - The ability to work collaboratively as an individual practitioner within an interdisciplinary team environment including the ability to initiate and maintain effective professional relationships
 - Proven organisational and time management skills with and ability to prioritise and manage a diverse caseload
 - Excellent interpersonal, written and verbal communication skills including computer literacy and the ability to produce well written reports
 - Knowledge of delivering services to people from diverse backgrounds including culturally and linguistically diverse and Aboriginal and Torres Strait Islander communities
 - Current Victorian Driver's license
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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
 - 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
 - 100% compliance with the VPRS competency and training requirements for Occupational Therapists
 - Monthly statistics are completed and any performance requirements met
 - Key contact role requirements fulfilled
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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 VPRS

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](#)