



**Swan Hill**  
District Health  
*my hospital*



Respect – Professionalism – Care – Commitment – Collaboration

## **OCCUPATIONAL THERAPIST – GRADE 2**

This is a fantastic opportunity suitable for an Occupational Therapist wishing to extend their skills into specialty practice in paediatrics. The majority of the caseload will be in this area. The successful applicant will be responsible for leading the development of paediatric assessment and treatment services within the OT team. This position will also provide general services to outpatient and community health clients as well as some supervision of staff and students within the Occupational Therapy Department.

This position is initially for 12 months with the potential of ongoing,

The Occupational Therapy Department is part of the Division of Primary Care at Swan Hill District Health and consists of a Chief Occupational Therapist and 5 full time Occupational Therapists and 1 full time Allied Health Assistant.

This position includes an attractive salary, as well as generous packaging arrangements to enhance your lifestyle: Including salary packaging up to \$9,000, meal entertainment allowance, remote area housing assistance, relocation allowance and salary sacrifice for superannuation.

Swan Hill is a rural city located on the Murray River in the north-west area of Victoria and offers a pleasant lifestyle with beautiful weather and access to excellent educational, sporting and recreational facilities.

### **Want More Info?**

For more information contact Lauren Hogan or Judy Irvin Occupational Therapists on 5033 9322 or email: [LHogan2@shdh.org.au](mailto:LHogan2@shdh.org.au) - [jirvin@shdh.org.au](mailto:jirvin@shdh.org.au).

Applications addressing the key selection criteria including the names of three referees and completed application form should be forwarded to the Human Resources Manager by email: [hrmanager@shdh.org.au](mailto:hrmanager@shdh.org.au).

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.

**Closing date: Monday, 8<sup>th</sup> January 2018**



<b>Position:</b>	<b>OCCUPATIONAL THERAPIST (Paediatrics lead)</b>
<b>Classification:</b>	Occupational Therapist- Grade 2 (Year level is dependent on experience). Full time
<b>Department:</b>	Occupational Therapy
<b>Reports to:</b>	Chief Occupational Therapist
<b>Position Summary:</b>	<p>To provide Occupational Therapy Services to clients of Swan Hill District Health across service areas including: Inpatients, Outpatients, Community Health, Home and Community Care (HACC), Commonwealth Home Support Program (CHSP), Health Independence Programs (including Community Rehabilitation Centre CRC &amp; Hospital Admission Risk Program HARP), Residential Aged Care and Outreach Services.</p> <p>To provide specialist leadership and responsibility within a specified area of service e.g., Paediatrics, (developmental delay, disability and/or autism spectrum disorder) and Community (e.g. SWEP, Dept of Housing processes) including supervision of Occupational Therapy staff and students within these areas.</p> <p>The role focuses on providing appropriate services, in the right setting and promoting health and wellbeing for all clients.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide evidence based Occupational Therapy assessment, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care.</li> <li>• Provide leadership and undertake additional responsibilities and duties as delegated by the Chief Occupational Therapist including within a specified service area and potentially representing the Chief Occupational Therapist as required.</li> <li>• Provide appropriate, timely and effective clinical management to all patients through assessment, treatment and management (including informational counselling to clients and caregivers), re-evaluation, documentation, team liaison and discharge planning.</li> <li>• Communicate client issues effectively with other team members, with active contribution to multidisciplinary team meetings.</li> <li>• Complete client goal setting (Goal Directed Care Plans or similar document) in consultation with client/family/carers as appropriate. Goals are to be functional and specific, measurable, attainable, realistic and timely.</li> <li>• Facilitate development of individual and group based paediatric OT treatment services.</li> <li>• Empower clients with complex needs (and their carers where appropriate) to manage their conditions within self-management practice to improve health and quality of life.</li> <li>• Evaluate treatment and service provision using the most appropriate methods, making use of objective measures and quality improvement principles where possible.</li> <li>• Complete multidisciplinary/joint assessments and treatments with other clinicians as required.</li> <li>• Support client outcomes according to project directions which may include education and support to external health services (including Swan Hill Rural City Council).</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure effective clinical handover including appropriate referrals and recommendations for further treatment.</li> <li>• Attend and contribute to department meetings and other meetings (internal and external) as required.</li> <li>• Provide positive input in resource planning (team and equipment).</li> <li>• Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health.</li> <li>• Display a willingness to develop self and seek to improve performance, including participation in regular supervision with senior Occupational Therapy staff.</li> <li>• Contribute to and support service initiatives aligned to Primary Care, including managing quality improvement and supporting accreditation requirements.</li> <li>• Support the Chief Occupational Therapist in undertaking processes to ensure service targets are met including the collection of all clinical and non-clinical activity statistics consistent with departmental protocols that directly improve access, clinical care, service coordination or efficiency.</li> <li>• To contribute to the teaching and training programs of work experience, allied health, nursing and other professional disciplines within Swan Hill District Health.</li> <li>• To provide clinical supervision including orientation, education and professional development for Grade 1 Occupational Therapists and Allied Health Assistants.</li> <li>• To provide clinical supervision including orientation, education and professional development for undergraduate occupational therapy students.</li> </ul>
<p><b>Key Selection Criteria:</b></p>	<p><b>Qualification/Credentialing requirements:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor of Applied Science (Occupational Therapy) or equivalent and registration with AHPRA</li> <li>2. National Police Check</li> <li>3. Working with Children's Check</li> <li>4. Must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100% donation model of MBS revenue to SHDH</li> </ol> <p><b>Essential Key Selection Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrated ability to provide a combination of generalist and specialist Occupational Therapy services within a variety of community settings.</li> <li>2. Demonstrated ability to provide leadership and quality improvement in a specialist area of Occupational Therapy service.</li> <li>3. General awareness and understanding of the public health system, funding streams and wider influences on clinical service provision.</li> <li>4. Specific awareness of the public health system, funding streams and wider influences on clinical service provision as they relate to the delivery of paediatric and HACC funded community services.</li> <li>5. Highly developed organisation, planning and problem solving skills.</li> <li>6. Highly developed interpersonal skills incorporating excellent communication and leadership, including negotiation and conflict resolution.</li> <li>7. Demonstrated ability to work both independently and within a multidisciplinary team.</li> <li>8. Australian Driver's Licence</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience in working in a rural community setting.</li> <li>2. Experience working in paediatric assessment and treatment services.</li> <li>3. Experience working with Helping Children with Autism and Better Start for Children with Disability funded OT services</li> </ol>

<b>Salary/Award:</b>	1.0 EFT. Salary in accordance with Health and Allied Services Award.
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<b>Professional Behaviour:</b>	Adherence to the Swan Hill District Health Code of Conduct , Occupational Therapy Australia Code of Ethics and relevant Occupational Therapy departmental policies, protocols and procedures, consistent with current accepted standards of practice.
<b>Infection Control:</b>	Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.
<b>Continuous Quality Improvement:</b>	Each staff member is expected to demonstrate a commitment to best practice. All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
<b>Person Centered Care:</b>	In keeping with the philosophy of Person Centered Care all staff will: <ul style="list-style-type: none"> <li>• Ensure consumers receive information in an appropriate and accessible format</li> <li>• Actively support consumers to make informed decisions about their treatment and ongoing care</li> <li>• Ensure consumers are aware of their rights responsibilities and how to provide feedback</li> </ul>
<b>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Hardwiring for Excellence</b> <b>Values - Standards of Behaviour</b>	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
<b>Privacy and Confidentiality:</b>	Swan Hill District Health is committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and</li> </ul>

	directed. <ul style="list-style-type: none"><li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li></ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	June 2010
<b>Reviewed:</b>	December 2017
<b>Managers Name:</b>	
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

#### Disclosure advice:- (to be completed by the applicant)

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: \_\_\_\_\_ Date: ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

#### Enquiries:

Email address: [hrmanager@shdh.org.au](mailto:hrmanager@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585