



**Swan Hill**  
District Health  
Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## OCCUPATIONAL THERAPIST - Grade 1 or 2

### Maternity Leave position 1.0 EFT – until November 2024

#### Introduction to the role:

An exciting opportunity awaits for a Grade 1 (depending on experience) or a Grade 2 Occupational Therapist at Swan Hill District Health.

The maternity leave position will join our caring occupational therapy team consisting of an Occupational Therapy Manager, eight Occupational Therapists and two Allied Health Assistants. Our team is supported by an expanding Primary Care Division, including Health Promotion, Counselling, Dental, Community Rehabilitation, Aboriginal Hospital Liaison and Allied Health Departments.

#### About the role

Our integrated health service provides Occupational Therapy to clients of all ages through the following programs/ streams: Acute ward, Subacute ward (GEM, rehabilitation, transition care), Outpatients, Community Rehabilitation Centre (CRC), Hospital Admission Risk Program (HARP), Community Health, Home and Community Care Program for Younger People (HACC PYP), Commonwealth Home Support Program (CHSP), Home Care Packages (HCP and Residential Aged Care).

This role is for a Grade 1, depending on experience or a Grade 2 where you will have the opportunity to provide clinical care and leadership, including progressing and developing current services, complete quality improvement and support the learning needs of Occupational Therapy Staff. Applicants with 4 or more years' experience would be highly favoured in this Grade 2 role. Those experienced or seeking promotion into a Grade 2 role are encouraged to apply.

#### About You:

- Bachelor of Applied Science (Occupational Therapy) or equivalent and registration with AHPRA
- Current National Police Check & Working with Children's Check
- Complete COVID Vaccinations & 2022 Flu Vaccination, Serology evidence of immunisation status

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member.

Inclusive of a perfect work/life balance, SHDH also provides:

- ◆ A dynamic workplace
- ◆ Free onsite car parking
- ◆ Salary Sacrifice/Packaging
- ◆ Discounted Corporate gym memberships
- ◆ Professional Development opportunities
- ◆ Employee Assistance Program

**To apply** for this position, email the completed Application for Employment form, Cover letter, CV and response to the key selection criteria to [employment@shdh.org.au](mailto:employment@shdh.org.au).

You will find the full position description containing the key selection criteria in the attached documents.

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications.

For more information on the role please contact Bruce Campbell, Occupational Therapy Manager on PH: (03) 5033 9321 or E: [bcampbell@shdh.org.au](mailto:bcampbell@shdh.org.au).

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*



<b>Position:</b>	<b>OCCUPATIONAL THERAPIST</b>
<b>Classification:</b>	Occupational Therapist- Grade 1 (Year level is dependent on experience).
<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 (SHDH) across service areas including: Inpatients, Outpatients, Community Health, Home and Community Care (HACC), Health Independence Programs (including Community Rehabilitation Centre (CRC) and Hospital Admission Risk Program (HARP), Residential Aged Care and Outreach Services.</p> <p>The role focuses on providing appropriate services, in the right setting and promoting health and well being 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 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) in consultation with client/family/carers as appropriate. Goals are to be functional and measurable.</li><li>• Facilitate groups and empower clients with complex needs to manage their conditions within self-management practice to improve health and quality of life.</li><li>• Evaluate treatment 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><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 SHDH.</li><li>• Display a willingness to develop self and seek to improve performance, including 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</li></ul>

	<p>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.</p> <ul style="list-style-type: none"> <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 leadership of the Occupational Therapy component of the allied health work experience program.</li> <li>• To work effectively with the Occupational Therapy Allied Health Assistant by providing appropriate supervision and delegation.</li> <li>• To contribute to the supervision, orientation, education and professional development of undergraduate Occupational Therapy students.</li> <li>• Undertake additional responsibilities and other duties as delegated by the Chief Occupational Therapist.</li> </ul>
<b>Key Selection Criteria:</b>	<p><b>Qualification/Credentialing requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Applied Science (Occupational Therapy) or equivalent and registration with AHPRA</li> <li>• Current National Police Check</li> <li>• Working with Children's Check</li> <li>• 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> </ul> <p><b>Essential Key Selection Criteria:</b></p> <ul style="list-style-type: none"> <li>• Ability to provide Occupational Therapy services to a generalised client caseload in a variety of settings.</li> <li>• Highly developed organisation, planning and problem solving skills.</li> <li>• Highly developed interpersonal skills incorporating excellent communication and leadership.</li> <li>• Ability to work both independently and within a multidisciplinary team.</li> <li>• Demonstrated interest in further professional development and continuing education.</li> <li>• Communicate a clear understanding of quality improvement.</li> <li>• Australian Driver's Licence</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul> <p><b>Desirable:</b> Experience in working in a rural community setting.</p>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2021-2026</i> .
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person and as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are 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.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is 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.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <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 directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH OH&amp;S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>

<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	July 2013, January 2015, July 2016, Jan 2021
<b>Current:</b>	June 2022
<b>Managers Name:</b>	Bruce Campbell
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	

<b>Position:</b>	<b>OCCUPATIONAL THERAPIST</b>
<b>Classification:</b>	Grade 2 (Year level in accordance with experience)
<b>Department:</b>	Occupational Therapy
<b>Reports to:</b>	Occupational Therapy Manager
<b>Position Summary:</b>	<p>To provide Occupational Therapy Services to clients across areas including: acute, subacute, outpatients, community, aged care and rehabilitative services.</p> <p>To provide clinical leadership and have responsibility within a specified area of service including supervision of Occupational Therapy staff and students within these areas.</p>
<b>Responsibilities:</b>	<p>Provide evidence based occupational therapy to clients accessing services through Swan Hill District Health (SHDH), throughout the continuum of care. This includes appropriate, timely and effective clinical management through assessment, goal setting, intervention, handover, re-evaluation, documentation, service coordination and discharge planning. All services provided are in accordance with person centred care and wellness philosophies.</p> <p>Effective high level communication including negotiation with clients on the occupational therapy role and recommendations made.</p> <p>Work collaboratively with the multidisciplinary team (including external organisations) including but not limited to joint assessments and treatments with other clinicians as required and contributing effectively within client and team meetings.</p> <p>Provide clinical leadership within a service delivery area (e.g. acute, rehabilitation, community, aged care, disability, paediatrics, hand therapy).</p> <p>Represent occupational therapy in an appropriate manner at all times, including acting as a resource for the department to other areas.</p> <p>Provide leadership and undertake additional responsibilities and duties as delegated by the Occupational Therapy Manager, potentially representing the Occupational Therapy Manager as required, including leading by example at all times.</p> <p>Attend and proactively contribute to department meetings and other meetings (internal and external) as required.</p> <p>Provide positive input in resource planning (team and equipment).</p> <p>Display adaptability and flexibility to meet the changing operational needs of SHDH.</p> <p>Display a willingness to develop and improve self-performance, including through regular supervision with senior Occupational Therapy staff.</p>

	<p>Contribute to and support service initiatives aligned to Primary Care, including managing quality improvement and supporting accreditation requirements.</p> <p>Support the Occupational Therapy Manager 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.</p> <p>Contribute to the teaching and training programs of work experience students, allied health staff, nursing staff and other professional disciplines within SHDH.</p> <p>Provide clinical supervision including orientation, education and professional development for Grade 1 Occupational Therapists, Allied Health Assistants, and undergraduate occupational therapy students.</p> <p>Undertake a My Work Plan of a Grade 1 or AHA as allocated on behalf of the Occupational Therapy Manager.</p>
<b>Key Selection Criteria:</b>	<p><b>Qualification/Credentialing requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Occupational Therapy or equivalent and registration with AHPRA.</li> <li>• Current National Police Check.</li> <li>• Current with Children's Check.</li> <li>• 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> </ul> <p><b>Essential Key Selection Criteria:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to provide a combination of generalist and specialist Occupational Therapy services within a variety of clinical settings.</li> <li>• Demonstrated ability to work independently, provide leadership, supervision and quality improvement in a specialist area of Occupational Therapy service.</li> <li>• General awareness and understanding of the public health system, funding streams and wider influences on clinical service provision.</li> <li>• Highly developed organisation, planning and problem solving skills.</li> <li>• Highly developed interpersonal skills incorporating excellent communication and leadership, including negotiation and conflict resolution.</li> <li>• Demonstrated ability to work both independently without direct clinical supervision and within a multidisciplinary team.</li> <li>• Australian Driver's Licence.</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in working in a rural community setting including the funding streams serviced by Swan Hill District Health Occupational Therapy.</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2022 – 2025</i> .



<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>Each staff member is expected to demonstrate a commitment to best practice.</li> <li>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.</li> <li>All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person-Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Child Safety:</b>	<p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>SHDH are 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.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is 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.</p>
<b>Mandatory Training:</b>	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>Take reasonable care for their safety and the safety of others while at work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>• Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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 directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	Feb 2020, July 2021,
<b>Current:</b>	May 2022
<b>Managers Name:</b>	Bruce Campbell
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type ..... Expiry date ...../...../.....

Place/Country of issue: ..... Issue Number: .....

Do you require sponsorship? ☐ Yes ☐ No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ..... (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## 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)**

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: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585