



Swan Hill
District Health



Inclusive

Compassionate

Progressive

Accountable

OCCUPATIONAL THERAPIST - Grade 1 or 2

A Fulltime parttime position is available for an OT to join our enthusiastic team of Health Professionals at Swan Hill District Health.

The Position

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), Support at Home Packages (SaH), 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.

You Bring

- Completion of at least the Bachelor of Applied Science (Occupational Therapy) or equivalent and registration with AHPRA , or its equivalent that is relevant to the field of practice.
- Current National Police Check.
- Working with Children's Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)

About Swan Hill: Swan Hill is situated in North-West Victoria, 4 hours by road or 5 hours by train from Melbourne CBD. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

Attract Connect Stay; moving for this job? At SHDH our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life. Because we want you to stay.

About Swan Hill District Health: 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
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

To apply for this position please email your completed Application for Employment Form, Cover letter, CV and Responses to the Key Selection Criteria, to employment@shdh.org.au. You will find the documents required on our website – Vacant positions

Position:	OCCUPATIONAL THERAPIST
Classification:	Occupational Therapist- Grade 1 (Year level is dependent on experience).
Department:	Occupational Therapy
Reports to:	Chief Occupational Therapist
Position Summary:	<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>
Responsibilities:	<ul style="list-style-type: none"> • Provide evidence based Occupational Therapy assessment, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care. • 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. • Communicate client issues effectively with other team members, with active contribution to multidisciplinary team meetings. • Complete client goal setting (Goal Directed Care Plans) in consultation with client/family/carers as appropriate. Goals are to be functional and measurable. • Facilitate groups and empower clients with complex needs to manage their conditions within self-management practice to improve health and quality of life. • Evaluate treatment using the most appropriate methods, making use of objective measures and quality improvement principles where possible. • Complete multidisciplinary/joint assessments and treatments with other clinicians as required. • Support client outcomes according to project directions which may include education and support to external health services (including Swan Hill Rural City Council). • Ensure effective clinical handover including appropriate referrals and recommendations for further treatment. • Attend and contribute to department meetings and other meetings (internal and external) as required. • Provide positive input in resource planning (team and equipment). • Display adaptability and flexibility to meet the changing operational needs of SHDH. • Display a willingness to develop self and seek to improve performance, including regular supervision with senior Occupational Therapy staff. • Contribute to and support service initiatives aligned to Primary Care, including managing quality improvement and supporting accreditation requirements. • Support the Chief Occupational Therapist in undertaking processes to

	<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"> • To contribute to the teaching and training programs of work experience, allied health, nursing and other professional disciplines within Swan Hill District Health. • To provide leadership of the Occupational Therapy component of the allied health work experience program. • To work effectively with the Occupational Therapy Allied Health Assistant by providing appropriate supervision and delegation. • To contribute to the supervision, orientation, education and professional development of undergraduate Occupational Therapy students. • Undertake additional responsibilities and other duties as delegated by the Chief Occupational Therapist.
Key Selection Criteria:	<p>Qualification/Credentialing requirements:</p> <ul style="list-style-type: none"> • Bachelor of Applied Science (Occupational Therapy) or equivalent and registration with AHPRA • Current National Police Check • Working with Children’s Check • 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 <p>Essential Key Selection Criteria:</p> <ul style="list-style-type: none"> • Ability to provide Occupational Therapy services to a generalised client caseload in a variety of settings. • Highly developed organisation, planning and problem solving skills. • Highly developed interpersonal skills incorporating excellent communication and leadership. • Ability to work both independently and within a multidisciplinary team. • Demonstrated interest in further professional development and continuing education. • Communicate a clear understanding of quality improvement. • Australian Driver’s Licence • 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. <p>Desirable: Experience in working in a rural community setting.</p>
Salary/Award:	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2021-2026</i> .
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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
Person Centered Care:	<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>
Child Safety:	<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>
Our Purpose:	<p>Connected Care / Best Experience 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>
Privacy and Confidentiality:	<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>
Mandatory Training:	<p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH OH&S. online Policies and Procedures.
Asset Management:	<p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>

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



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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585