



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **OCCUPATIONAL THERAPY MANAGER**

**Permanent Full-Time | 80 hours per fortnight | Monthly ADO**

Swan Hill District Health is seeking an Occupational Therapy Manager to join our dynamic team of Allied Health Professionals in a full-time capacity.

### **The Position**

The Occupational Therapy Manager is responsible for providing strategic and operational leadership to the Occupational Therapy service at Swan Hill District Health, ensuring high-quality care is delivered across the full continuum of care. This role oversees the provision of timely, appropriate, and person-centred Occupational Therapy services to clients of all ages and in all areas of the health service, promoting health, independence, and overall wellbeing.

Alongside maintaining a clinical caseload, the Occupational Therapy Manager leads and supports the Occupational Therapy team, fostering a culture of best practice, evidence-based care, and continuous quality improvement. The position holds responsibility for the overall leadership, management, and professional governance of the Occupational Therapy service, ensuring safe, effective, and high-quality clinical care that aligns with Swan Hill District Health's strategic priorities and the professional standards of Occupational Therapy.

Key responsibilities include:

- Leading and managing the Occupational Therapy team to foster excellence in clinical practice and service delivery.
- Overseeing operational performance to ensure efficient, high-quality Occupational Therapy services.
- Ensuring clinical care is delivered safely and in accordance with best-practice professional standards and relevant external requirements.
- Providing expert advice on the strategic direction of Occupational Therapy services.
- Actively contributing to the broader Allied Health service and collaborating across clinical programs to support integrated, multidisciplinary care.

This is an exciting opportunity for a motivated leader to shape the future of Occupational Therapy services within a supportive and progressive health organisation.

### **You Bring**

- Tertiary qualifications and registration with AHPRA as an Occupational Therapist professional and membership with Occupational Therapy Australia.
- Experience leading and managing an Occupational Therapy team to foster excellence in clinical practice and service delivery.

- A strong record of contributing to broader Allied Health services and collaborating across clinical programs to support integrated, multidisciplinary care.
- Demonstrated experience, confidence and capability as a practising clinical Occupational Therapist, providing services to a generalised caseload across a variety of settings and funding streams.
- Proven ability to manage services and lead teams effectively.
- Strong understanding of the public health system, funding streams and broader influences on clinical service provision.
- Current National Police Check, Working with Children's Check and NDIS Worker Screening Check.
- 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

**About Swan Hill:** Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

**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. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

- ®A dynamic workplace
- ®Discounted Corporate gym memberships
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

**Attract Connect Stay;** 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.

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

**You will find the documents required on our website – [Vacant positions](#)**

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. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting [employment@shdh.org.au](mailto:employment@shdh.org.au)

**Applications close: 12<sup>th</sup> May 2026**

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.

<b>Position:</b>	<b>OCCUPATIONAL THERAPY MANAGER</b>
<b>Classification:</b>	OCCUPATIONAL THERAPY (GRADE DEPENDENT ON EXPERIENCE)
<b>Department:</b>	Occupational Therapy
<b>Reports to:</b>	Allied Health Senior Manager
<b>Position Summary:</b>	<p>The Occupational Therapy Manager is responsible for overseeing the delivery of Occupational Therapy services to clients of Swan Hill District Health across the full continuum of care. The role is centred on ensuring that clients receive appropriate, timely services in the most suitable setting, while actively promoting health, independence, and overall, well-being.</p> <p>In addition to maintaining a clinical caseload, the Occupational Therapy Manager provides leadership to the Occupational Therapy team, fostering a culture of best practice, evidence-based care, and continuous quality improvement.</p>
<b>Responsibilities:</b>	<p><b>Managerial/Administrative Leadership &amp; Strategic Direction</b></p> <ul style="list-style-type: none"> <li>• Provide clinical leadership to Occupational Therapy staff across Swan Hill District Health.</li> <li>• Contribute to strategic planning and ongoing development of the Occupational Therapy service.</li> </ul> <p><b>Service Oversight</b></p> <ul style="list-style-type: none"> <li>• Monitor performance against service targets and ensure compliance with relevant funding streams (CHSP, HACC PYP, Community Health, SHDH services).</li> <li>• Monitor caseload demand, identify service gaps and allocate resources appropriately.</li> <li>• Manage waiting lists and ensure equitable distribution of workload.</li> <li>• Facilitate regular departmental meetings.</li> <li>• Lead recruitment, selection, orientation and induction processes, including credentialing and scope of practice decisions.</li> <li>• Conduct annual performance reviews and support ongoing professional development aligned with individual learning goals.</li> <li>• Provide, or ensure provision of, supervision and professional support to Occupational Therapy staff.</li> <li>• Oversee undergraduate and postgraduate Occupational Therapy student placements.</li> <li>• Promote a health-enhancing organisational culture in collaboration with Community Care Managers.</li> </ul> <p><b>Consumer-Centred Care</b></p> <ul style="list-style-type: none"> <li>• Understand the needs and expectations of current and potential consumers.</li> <li>• Ensure consumers remain central to all service delivery.</li> <li>• Evaluate services from the consumer perspective.</li> <li>• Review, revise and develop Occupational Therapy policies, protocols and procedures.</li> <li>• Work with the Allied Health Senior Manager on planning for future organisational and service development.</li> <li>• Participate in Accountability Meetings to support the SHDH Strategic Plan and Statement of Priorities.</li> <li>• Manage the Occupational Therapy budget effectively.</li> <li>• Ensure clear communication channels and support staff</li> </ul>

	<p>understanding of their role in decision-making.</p> <p><b>Community Care Leadership</b></p> <ul style="list-style-type: none"> <li>• Maintain regular communication with the Allied Health Senior Manager.</li> <li>• Participate in Community Care Department Heads Meetings and SHDH Department Heads Meetings.</li> <li>• Represent Swan Hill District Health in meetings, working groups, networks and partnership initiatives.</li> <li>• Provide leadership in change management.</li> <li>• Lead implementation and maintenance of National Safety and Quality Health Service (NSQHS) Standards.</li> <li>• Demonstrate adaptability to meet changing operational needs.</li> <li>• Develop processes that improve access, clinical care, service coordination and operational efficiency.</li> <li>• Undertake additional duties as delegated by the Allied Health Senior Manager.</li> </ul> <p><b>Clinical Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide evidence-based Occupational Therapy assessment, treatment and management across the continuum of care.</li> <li>• Provide clinical leadership and support across all service areas.</li> <li>• Deliver timely and effective clinical management, including assessment, treatment, review, documentation, team liaison and discharge planning.</li> <li>• Communicate client issues effectively and contribute to multidisciplinary team meetings.</li> <li>• Complete client-centred goal setting (Goal Directed Care Plans) with patients, families and carers, ensuring goals are functional and measurable.</li> <li>• Facilitate groups and support clients with complex needs to use self-management strategies.</li> <li>• Develop effective referral pathways and relationships with GPs, assessment services, health and disability agencies and other providers.</li> <li>• Evaluate treatment and service provision using objective measures and quality improvement principles.</li> <li>• Undertake multidisciplinary or joint assessments and treatments as required.</li> <li>• Ensure effective clinical handover, including appropriate referrals and recommendations for ongoing care.</li> <li>• Collect clinical and non-clinical activity data in line with departmental protocols to support improved access, care coordination and efficiency.</li> </ul> <p><b>Professional Standard</b></p> <ul style="list-style-type: none"> <li>• Adhere to the Swan Hill District Health Code of Conduct, Occupational Therapy Australia Code of Ethics, and all relevant departmental policies, protocols and procedures consistent with current accepted standards of practice.</li> </ul>
<p><b>Key Selection Criteria:</b></p>	<p><b>Qualification/Credentialing requirements</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications and registration with AHPRA as an Occupational Therapist professional and membership with Occupational Therapy Australia.</li> </ul> <p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Experience leading and managing an Occupational Therapy team to foster excellence in clinical practice and service delivery.</li> <li>• Extensive experience overseeing operational performance to ensure efficient, high-quality Occupational Therapy services.</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven ability to ensure clinical care is delivered safely and in accordance with best-practice professional standards and relevant external requirements.</li> <li>• Experience providing expert advice on the strategic direction and development of Occupational Therapy services.</li> <li>• A strong record of contributing to broader Allied Health services and collaborating across clinical programs to support integrated, multidisciplinary care.</li> <li>• Demonstrated experience, confidence and capability as a practising clinical Occupational Therapist, providing services to a generalised caseload across a variety of settings and funding streams.</li> <li>• Proven ability to manage services and lead teams effectively.</li> <li>• Strong understanding of the public health system, funding streams and broader influences on clinical service provision.</li> <li>• Current National Police Check, Working with Children’s Check and NDIS Worker Screening Check.</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> <li>• Australian Driver’s Licence.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Relevant post graduate qualifications in Business Management, Health Administration (or working towards same).</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2021-2026</i> .
<b>First Nations:</b>	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.
<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>	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

	<p>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> 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>	All employees must be aware of and complete designated mandatory training within the required time frame.
<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> <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 your 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>	July 2014, Jan 2015, Dec 2017, June 2020, August 2022
<b>Current:</b>	April 2026
<b>Managers Name:</b>	
<b>Managers Signature:</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

<b>Position Applying for</b>	
------------------------------	--

<b>General Information</b>
----------------------------

<b>Name</b>			
<b>Address</b>			
<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

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

<b>Conditions of Employment</b>
---------------------------------

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)

<b>Discipline/Misconduct</b>
------------------------------

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