



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



**Inclusive**

**Compassionate**

**Progressive**

**Accountable**

## **OCCUPATIONAL THERAPIST – Grade 2**

0.9 FTE (0.6 FTE permanent and 0.3 FTE temporary)

An exciting opportunity exists for a Grade 2 Occupational Therapist to join our enthusiastic team of Health Professionals in the Allied Health department at Swan Hill District Health.

As part of a supportive and collaborative Occupational Therapy team, you will work alongside an Occupational Therapy Manager, eight Occupational Therapists, and two Allied Health Assistants, delivering high-quality care to our community. The team is embedded within a growing and multidisciplinary Primary Care Division, which includes Health Promotion, Counselling, Dental Services, Community Rehabilitation, Aboriginal Hospital Liaison, and Allied Health services. This role offers the opportunity to develop your clinical skills, contribute to a diverse caseload, and work within a welcoming organisation committed to professional growth, teamwork, and person-centred care.

### **About the role**

Swan Hill District Health provides integrated Occupational Therapy services across the lifespan, supporting clients in a variety of settings and programs. Our Occupational Therapists work across acute and subacute inpatient services, including Geriatric Evaluation and Management (GEM), rehabilitation and Transition Care, as well as outpatient and community-based programs. These include the 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 services, and Residential Aged Care.

We are seeking either a Grade 2 Occupational Therapist or an experienced clinician. As a Grade 2, you will provide advanced clinical care and professional leadership, contributing to service development, quality improvement initiatives, and the supervision and support of Occupational Therapy staff and students.

Applicants with four or more years of clinical experience are strongly encouraged to apply for the Grade 2 position. This is an excellent opportunity for an experienced Occupational Therapist seeking career progression, leadership responsibilities, and the chance to make a meaningful contribution to the growth and development of Occupational Therapy services at Swan Hill District Health.

### **About You**

- A Bachelor of Occupational Therapy (or equivalent qualification) and current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- A commitment to delivering high-quality, person-centred care and working collaboratively within a multidisciplinary team.
- Strong communication, organisational and clinical reasoning skills, with a willingness to contribute to service development and continuous improvement.
- A current National Police Check and Working with Children Check (or eligibility to obtain).
- Evidence of compliance with mandatory health requirements, including COVID-19 vaccinations, the 2025 influenza vaccination, and serology evidence of immunisation status.

We welcome applications from both early-career Occupational Therapists and experienced clinicians seeking to further develop their skills and contribute to a supportive and innovative health service.

**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 Cover letter responding to the Key Selection Criteria, up-to-date resume and a completed application for employment form, to [employment@shdh.org.au](mailto:employment@shdh.org.au).**

**You will find the position description with the key selection criteria on our website – [Vacant positions](#)**

Swan Hill District Health reserves the right to commence interview immediately upon receipt of applications. For more information on the role please contact Jayme Dent, Acting Occupational Therapy Manager on (03) 5033 9322 or email: [JDent@shdh.org.au](mailto:JDent@shdh.org.au) or Kristi Germaine, Senior Allied Health Manager on (03) 5033 9337 or email: [KGermaine@shdh.org.au](mailto:KGermaine@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. 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 9<sup>th</sup> of July 2026**

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



<b>Position:</b>	<b>OCCUPATIONAL THERAPIST</b>
<b>Classification:</b>	Grade 2 (Year level in accordance with experience) VR6-VF9 (Grade 2: Year 1-4)
<b>Department:</b>	Occupational Therapy
<b>Reports to:</b>	Occupational Therapy Manager
<b>Position Summary:</b>	The Senior Occupational Therapist (grade 2 eligibility in accordance with experience) is recognised as a clinical specialist and leader within rehabilitation and will apply this expertise to lead and develop the Occupational Therapy department, specifically in the Subacute setting including Rehabilitation, Geriatric Evaluation and Management, Transition Care Program and Palliative Care patients.
<b>Duties and Responsibilities:</b>	<p><b>Clinical:</b></p> <ul style="list-style-type: none"> <li>• Provide a thorough assessment of a patient's condition and establish a goal directed care plan in liaison with the multi-disciplinary team (MDT).</li> <li>• Utilise evidence-based practice with assessments and service delivery targeted to patients with varying occupational performance issues.</li> <li>• Include seamless transition through the healthcare system for patients whilst liaising with the relevant MDT, patients and families.</li> <li>• Deliver clinical supervision of Grade 1 OTs and OT AHAs.</li> <li>• Involvement and development of Quality Improvement initiatives.</li> <li>• Provision of specialist advice to other OTs, MDT, Nursing and Medical staff including secondary consultation.</li> <li>• Liaise with the Subacute Allied Health Coordinator as required.</li> <li>• Facilitate a collaborative MDT approach to optimise patient centred care and utilise shared decision making to promote positive outcomes.</li> </ul> <p><b>Professional Behaviours:</b></p> <ul style="list-style-type: none"> <li>• Adhere to organisational documentation processes and accurately prioritise referrals through the OT departments triage process.</li> <li>• Identify issues that may lead to conflict, respond to issues in a timely manner, and as appropriate escalate for advice and resolution in line with Swan Hill District Health procedures and values.</li> <li>• Clearly understand own personal and professional limitations, as well as that of Grade 1 or AHA staff within the OT department, and escalate as required.</li> <li>• Actively participate in department discipline meetings and organisational working parties.</li> <li>• Display effective self-management skills to ensure time is allocated for non-clinical responsibilities (e.g., clinical supervision, education, quality improvement, attendance at meetings and working parties).</li> </ul> <p><b>Learning and Development:</b></p> <ul style="list-style-type: none"> <li>• Deliver clinical supervision of Grade 1 OTs and OT AHAs, as directed by the Occupational Therapy Manager.</li> <li>• Undertake a My Work Plan(s) of Grade 1 or AHAs within the OT department, as allocated by the Occupational Therapy Manager.</li> <li>• Advocate to discipline specific senior representatives at Swan Hill District Health, as directed by the Occupational Therapy Manager</li> <li>• Acting Occupational Therapy Manager role to cover planned/ unplanned leave.</li> </ul>

	<ul style="list-style-type: none"> <li>Support the OT manager to implement effective recruitment, retention, recognition and development strategies as delegated.</li> </ul> <p><b>Education and Professional Development (PD):</b></p> <ul style="list-style-type: none"> <li>Educate and provide clinical supervision to OT university students to develop their clinical skills.</li> <li>Provide education to OTs, MDT, Nursing and Medical staff to advocate for optimal patient outcomes and the OT role.</li> <li>Assist the Occupational Therapy Manager and Allied Health Educator in the coordination of student placements.</li> <li>Complete regular PD that is reflected in the 'My Work Plan' and share learnings to the OT team and MDT as required through in-services.</li> </ul> <p><b>Quality Improvement:</b></p> <ul style="list-style-type: none"> <li>Adapt and implement a progressive occupational therapy service in line with current evidence-based practice.</li> <li>Incorporate current evidence-based practice within the OT department through service development reviews.</li> <li>Involvement in project planning of quality improvement initiatives as required.</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>Maintain timely, effective and professional oral and written communication at all levels in SHDH which includes external organisations and community services as required.</li> <li>Advanced skills in conflict resolution and negotiation.</li> </ul>
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<p><b>Key Selection Criteria:</b></p>	<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> <li>FIM trained and current registration</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>
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	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' experience working in inpatient rehabilitation.</li> <li>• Post Graduate studies in relevant clinical lead area.</li> <li>• Having an Advanced Practice role as per specified in the current Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement.</li> <li>• Knowledge and understanding of the Aged Care Standards and National Safety and Quality Health Service Standards (NSQHS).</li> </ul>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement
<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>	<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>	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 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, May 2022
<b>Current:</b>	Dec 2025
<b>Managers Name:</b>	Bruce Campbell
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Swan Hill District Health's discretion and activities may be added, removed or amended at any time.*