

## Position Description

Position Title	Occupational Therapist
Position Number	30026882
Division	Community and Continuing Care
Department	Community Allied Health Services
Enterprise Agreement	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Occ Therapist G2 Y1 – Y4
Classification Code	VF6 – VF9
Reports to	Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• National Disability Insurance Scheme (NDIS) Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Grade Two Occupational Therapist is responsible for the provision of Occupational Therapy Services within a designated clinical caseload, appropriate to their level of experience and competency. Grade Two level Occupational Therapists are required to display autonomy of practice, whilst also contributing constructively to the interdisciplinary team.

The purpose of this position is to:

- provide best practice client centred clinical care to clients within the designated caseload in Community Allied Health Services of Bendigo Health
- provide a senior level of experience and supervision to grade 1 and undergraduate student health professionals
- collaborate with key stakeholders, and may also include provision of contract services
- contribute to the development of the Community Allied Health service, as well as the general Occupational Therapy department as appropriate.

## Responsibilities and Accountabilities

### Key Responsibilities

- Deliver safe, evidence-based care within scope, policies and protocols, taking responsibility for care quality.
- Provide specialist advice, escalate risks/complexity appropriately, and guide others in clinical decision-making.
- Use advanced reasoning to manage referrals, waitlists and workload distribution in consultation with the team.
- Maintain accurate clinical documentation, reporting and data within required timeframes.
- Integrate ethical, cultural and vulnerable-population considerations into practice.
- Partner with clients, families and stakeholders to create client-centred, evidence-based multidisciplinary plans.
- Work effectively with internal and external professionals to ensure safe, coordinated care and smooth transitions.
- Provide clear clinical handover and foster understanding, respect and trust across teams.
- Develop creative, practical solutions and contribute to innovative, evidence-based service improvements.
- Support constructive change and a collaborative work environment.
- Initiate or support research and quality activities to advance clinical expertise.
- Identify practice gaps and translate evidence into improved care.
- Contribute specialist input to business plans, policies and protocols.
- Meet quality, safety and accreditation requirements.
- Maintain safe work practices and lead risk and service evaluation activities informed by evidence and data.
- Communicate effectively and manage conflict constructively, escalating when required.
- Demonstrate professionalism, strong interpersonal skills and awareness of personal and team limitations.

- Adhere to professional standards, engage in meetings and committees, and manage delegated portfolios.
- Ensure time for supervision, education, quality improvement, research and other non-clinical duties.
- Provide orientation, training and supervision to students, junior clinicians and assistants.
- Participate in supervision and maintain a commitment to lifelong learning and evidence-based practice.
- Use self-reflection to enhance care and relationships, complete mandatory training, and support recruitment, retention and development initiatives.

## Key Selection Criteria

### Essential

1. Current registration as an Occupational Therapist with the Australian Health Professionals Regulation Agency and ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document
2. Demonstrated experience and knowledge relevant to Occupational Therapy in a community setting
3. Demonstrated understanding of contemporary practice and principles and evidence-based service delivery models for CAHS client groups
4. Demonstrated ability to work collaboratively with multidisciplinary teams to deliver safe consumer-focused care, providing specialist knowledge as required
5. Demonstrated ability to work autonomously with effective organisation and time management skills to actively plan and manage clinical and non-clinical priorities and meet timeframes
6. Demonstrated highly developed verbal and written communication skills with the ability to interact effectively with clients, carers, staff and the community

### Desirable

7. Demonstrated commitment to lifelong learning through ongoing professional development of self and others
8. Demonstrated ability to provide clinical supervision to students and staff
9. Demonstrated conflict resolution and negotiation skills, and a willingness to seek appropriate support/assistance as required
10. Demonstrated flexibility and willingness to shift focus when priorities or circumstances change and adapt to new / different ways of doing things

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.

- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*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 Bendigo Health's discretion and activities may be added, removed or amended at any time.*