

Position Description

Position Title	Occupational Therapist
Position Number	30101059
Division	Clinical Operations
Department	Psychiatry Adult
Enterprise Agreement	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification Description	Occ Therapist G3 Y1 – Y4
Classification Code	YB24 - YB27
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

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

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The position is based in the Adult Acute Unit (AAU), a 35-bed short-term acute inpatient unit that provides intensive therapeutic treatment for people living in the Loddon Campaspe Southern Mallee region aged 16 to 65 years. Services are provided by a multidisciplinary team, and patients are supported to find ways to manage their illness and identify triggers and coping strategies that assist them in their recovery. Consisting of single room accommodation for 35 patients, the unit is made up of two distinct areas; the low dependency area (LDU) and the Intensive Care Area (ICA), utilised according to the patient's clinical needs. This position will be required to work effectively with allied health colleagues and the multi-disciplinary team providing occupational therapy services through mental health assessment, treatment and support to consumers. The team also provides advice, education and support to carers, family and health care providers. In addition to the multi-disciplinary team, this position functions to strengthen and enhance the contribution of discipline specific skills, resources and experience available to consumers of the service, their careers, family, supporters and other involved services.

Responsibilities and Accountabilities

Key Responsibilities

- Provide patient focused assessment, interventions and consultative clinical services regarding patient's occupational roles, performance and functional levels in collaboration with the multidisciplinary team.
- Facilitate the transition of patients through the health care system, liaising with relevant staff and community agencies to ensure continuity of care for individual patients and their families and carers.
- Identify, engage and include other key community agencies and service providers involved in the provision of recovery, support, and discharge planning consistent with the patients and family and carers needs.
- Undertake comprehensive mental state evaluation and risk assessment to inform planning and safe practice.
- Maintain timely, effective and professional oral and written communication at all levels within Bendigo Health and with external professional and organisations as required.
- Participate in multi-disciplinary team processes including clinical reviews, meetings, handovers and provide occupational therapy expertise to other clinicians within the team.
- Actively contributing to quality improvement activities to ensure effective planning, implementation and evaluation of actions within mental health and wellbeing services and the occupational therapy department. Active participation on occupational therapy committees and working parties in agreed areas.
- Participate in and meet the standards of the Bendigo Health Allied Health Credentialing and Scope of Practice Policy. Completion of mandatory Bendigo Health training within the required timeframes.
- Actively participating in the development, delivery and coordination of orientation, induction, mentorship, supervision, education and professional development of allied health staff, students (including work experience students) and other Bendigo Health personnel as required.

- Establishing, maintaining and fulfilling a personal professional development plan with identified learning needs and goals to extend clinical knowledge and skills, to be reviewed annually at the Performance Development Review.
- Provide support to other mental health and wellbeing services as deemed appropriate.

Key Selection Criteria

Essential

1. Bachelor of Occupational Therapy and registered as an Occupational Therapist with Australian Health Practitioner Regulation Agency (AHPRA).
2. Ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document.
3. Evidence of a commitment to ongoing professional development and compliance with all mandatory training requirements in previous roles.
4. Demonstrated knowledge, skills and experience appropriate to an OT Grade 3 including competency to determine the occupational roles, performance and functional level of individuals; assess the occupational environment; establish therapeutic goals; devise appropriate interventions, and plan discharge with consideration of post-discharge follow up requirements.
5. Experience in liaising and consulting with relevant family members, team members, and a broad range of health professionals and community agencies.
6. Ability to work highly effectively in a multi-disciplinary, multi-functional environment.
7. Demonstrated time management skills to manage a caseload, meet deadlines, maintain schedules, set goals/objectives, as required.

Desirable

8. Knowledge and an understanding of the Vic Mental Health and Wellbeing Act 2022, and other relevant legislation and their application to clinical practice.
9. Demonstrated clinical experience and skills in Rehabilitation and Recovery oriented service provision, in community settings.

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.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health

- 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.