

## POSITION DESCRIPTION

<b>Position Title:</b>	Paediatric Occupational Therapist Grade 1
<b>Business Unit/Department:</b>	Integrated Community Health Services
<b>Division:</b>	Operations
<b>Award/Agreement:</b>	Allied Health Professionals Single Interest Enterprise Agreement 2021-2026
<b>Classification:</b>	Occupational Therapist Grade 1 VE8 – VF3
<b>Reports To:</b>	<u>Operational</u> Manager Community Paediatric Services <u>Professional</u> Allied Health Manager, Occupational Therapy
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	26 June 2025

<b>Position Purpose</b>
<p>Paediatric Occupational Therapists fulfil a diverse role within the Paediatric services. The role operates within a multidisciplinary team, working collaboratively to undertake assessment and to provide coordinated, evidence based and responsive interventions. The Occupational Therapist will engage effectively with families and carers to provide a family centred service that meets the needs of each child. The position works across Occupational Therapy specific services as well as some multidisciplinary clinics. As a grade one role this position operates with a high level of support and supervision. The role will work collaboratively with other clinicians and personnel in the Paediatric Service to share specialist knowledge and skills and enhance clinical outcomes.</p>
<b>Business Unit Overview</b>
<p>The Division of Chronic &amp; Complex Care delivers care within the Operations Directorate and spans across all Western Health campuses, with a workforce of almost 900 EFT and an expenditure budget of \$136 million.</p> <p>The Division of Chronic &amp; Complex Care consists of a range of medical, nursing, allied health and non-bed based community services. Community and Care Coordination Services are delivered both within-hospital and in community-based locations, and include: Allied Health and Pharmacy services; Nursing and Medical services, Community Based Rehabilitation (CBR); Specialist Clinics including: Memory, Falls, Continence, Chronic Wound, Renal, Endocrinology, and Diabetic Foot Services, Aged Care Assessment Service (ACAS); plus, a wide range of Health Independence Continuing Care Programs. Teams that support access and flow also operate out of the Division and include the Central Access Unit, Transit Lounges and ACE Coordination team processing and coordinating care for patients as they transition out of acute inpatient care. Inpatient services are delivered by the Hospital In the Home Service (HITH), GEM@HOME</p>

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

service, and the Medical Ambulatory Day Unit (MADU).

The Divisional Director and Clinical Services Director provide leadership and clinical, operational and financial governance to the Division, ensuring the efficient and effective delivery of Best Care within allocated resources. Programs within the Division of Chronic & Complex Care deliver over ninety thousand contacts annually for over eighteen thousand patients.

The Integrated Community Health Services Directorate at Western Health is a Directorate within the Chronic and Complex Care Division that focuses on delivering high quality evidence based care to those residing in the City of Melton and Moorabool Shire across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships and support services across Bacchus Marsh, Melton and Caroline Springs campuses.

Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Perpetrator Men's Family Violence
- Aboriginal Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports

The Community Services Directorate has a strong focus on multidisciplinary care with services being provided in both an individual format and group based interventions. Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety). Within community services there are multiple different funding programs to support a patient's and client's journey and build their independence in the community.

## Key Responsibilities

### Personal and Professional

- Provide high quality evidence based paediatric services to meet the needs of children and their families.
- Demonstrate sound clinical reasoning and clinical competencies in the area of developmental paediatrics and Occupational Therapy practice
- Remain up to date with current evidence base regarding best clinical practice in developmental paediatrics and Occupational Therapy service provision.
- Actively participate in professional supervision as per clinical supervision guidelines
- Perform in accordance with the organisational values to ensure service provision that is inclusive and respectful of all in the community.
- Participate in the annual performance development processes
- Participate in training and educational opportunities as identified in the annual individual professional development plan
- Establish and maintain positive working relationships with people at all levels
- To provide services in a manner that complies with requirements for confidentiality, records management and data collection.
- Demonstrate an awareness of risk in families including Child Safety, Family Violence and Elder Abuse and appropriate professional response and obligations where these risks arise

### Administration, Documentation and Reporting

- Ensure accurate and timely documentation of within client records

## Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment

- Ensure accurate and up to date information is entered into the client management system
- Complete clear, succinct and appropriate reports in a timely manner
- Complete all data collection activities as required for programs and clinics
- Complete information in accordance with agency and funding body requirements.

#### **Communication and Teamwork**

- Work effectively with the multidisciplinary team to achieve positive outcomes for children and their families
- Build constructive working relationships with colleagues across the multidisciplinary team
- Work collaboratively to complete team assessments, reports and recommendations that are responsive to the child and family needs
- Maintain respectful communication with colleagues and engage proactively to resolve differences of opinion or perspective
- Build working relationships with external services and providers to support the diverse needs of families

#### **Continuous Improvement**

- Contribute to the ongoing quality improvement of the Paediatric service
- Participate in accreditation processes and the organisational continuous improvement plan
- Contribute to monitoring of service provision to ensure outcomes are in line with internal and external standards, service philosophy and goals
- Participate in the development and review of organisational policies, procedures and work instructions as appropriate

#### **Workplace Health and Safety**

- Demonstrate an understanding of the shared responsibility for a safe workplace
- Conduct yourself in a manner that will not endanger yourself or others
- Report any unsafe work practices, hazards, near miss incidents and accidents
- Maintain knowledge and practice of infection control/hand hygiene precautions and infection control policies and procedures

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### **Key Working Relationships**

#### **Internal:**

- Allied Health and Medical Paediatric staff
- Melton Health and Community Services staff

#### **External:**

- Schools and Early Childhood Education Centre staff
- Health professionals including Allied Health professionals, General Practitioners, Paediatricians, MCHNs,
- NDIS services including the NDIA, ECEI partner agencies, service provider agencies.
- Family Support services including Child First, Child Protection, Family Violence services, etc

### **Selection Criteria**

#### **Essential**

- Tertiary qualification in Occupational Therapy
- AHPRA registration as an Occupational Therapist
- Foundation skills in undertaking assessments with paediatric clients and developing individual intervention and program plans based on assessments
- An ability to work collaboratively as part of a multidisciplinary team

### **Our Vision**

Together, Caring for the West  
 Patients – Employees – Community – Environment

- Ability to apply, without exception, principles of confidentiality, privacy and maintain confident communication

### Desirable

- Ability to provide professional advice to other medical and allied health staff, based on a firm theoretical framework and supported by clear clinical reasoning
- Experience with computer programs
- Demonstrated interest in Paediatric service provision
- Demonstrated time management skills
- Demonstrated ability to communicate effectively to achieve results

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- 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 Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

### Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

**Our Vision**

**Together, Caring for the West**  
*Patients – Employees – Community – Environment*