

POSITION DESCRIPTION

Position Title:	Paediatric Occupational Therapist
Business Unit/Department:	Paediatric Services
Division:	Operations
Award/Agreement:	Allied Health Professionals Single Interest Enterprise Agreement 2021-2026
Classification:	Grade 1 Year 1-4
Reports To:	Operational: Manager Community Paediatric Services Professional: Manager Occupational Therapy
Direct Reports:	Nil
Date Prepared/Updated:	3 May 2025

Position Purpose

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.

Business Unit Overview

Integrated Community Health Service Directorate

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the Brimbank Melton and Western Melbourne regions 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.

The Integrated Community Health Service delivers preventative, early intervention and chronic disease management. Services operate on the social model of health and with a focus on:

- Equity and accessibility
- Effective community participation/control
- Multidisciplinary team work
- Strategies beyond individual care (group work, health promotion, community development)

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Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Dental
- Counselling
- Family Violence services
- Aboriginal Health Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports

Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety).

Division of Allied Health – Professional / Clinical

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care.

Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including Audiology, Clinical Psychology and Neuropsychology, Exercise Physiology, Language Services, Nutrition and Dietetics, Occupational Therapy, Pastoral Services, Physiotherapy, Podiatry, Social Work and Speech Pathology

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
- 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

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- 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:

- Bacchus Marsh and Melton Allied Health and Medical Paediatric staff
- Western Health Occupational Therapy teams
- Director, Integrated Community Health Services

External:

- Referrers
- Clients, their family and care givers.
- 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
- Other relevant external agencies (as required).

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

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- 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

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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.](#)

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