

POSITION DESCRIPTION

Position Title:	Paediatric Senior Occupational Therapist
Business Unit/Department:	Paediatric Services
Division:	Integrated Community Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Year 1 to Year 4 (VG3 to VG6)
Reports To:	<u>Operational</u> : Manager – Community Paediatric Allied Health <u>Professional</u> : Manager – Occupational Therapy
Direct Reports:	N/A
Date Prepared/Updated:	26 August 2025

Position Purpose

The Senior Paediatric Occupational Therapist fulfils 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 Senior Paediatric Occupational Therapist will engage effectively with families and carers to provide a family centred service that meets the needs of each child. The role will work collaboratively with other clinicians and personnel in the Paediatric Service to share specialist knowledge and skills and enhance clinical outcomes.

As a Senior clinician the role will assist with administration, clinical leadership and supervision within the Paediatric Services. The role will contribute to activities of service monitoring, evaluation and quality improvement activities.

This Occupational Therapy Position is based at the Western Health Melton site, but may work across a range of settings as required.

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

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability framework
- Maintain registration (as required) and report any changes or limitations on practice if applicable
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- In conjunction with service manager ensure staff are appropriately directed and supported to deliver high quality client centred care in line with the "Best Care" Framework
- Lead and deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Demonstrate extensive, evidence based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care in area of practice
- Provide and direct others in the provision of evidence based clinical services using a person centred approach
- Demonstrate capacity to develop and implement methods to ensure that staff in the area of responsibility have an appropriate, measureable level of competence
- Ensure the application and maintenance of clinical standards in areas of delegated responsibility
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Identify and support others to solve complex problems
- In conjunction with service manager contribute to the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to customer feedback and complaints
- Lead planning for clinical services for the team

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- In conjunction with service manager support staff to meet service targets/goals
- Provide leadership which promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- In conjunction with the service manager, actively work towards service integration and streamlined patient journeys
- In conjunction with service manager ensure appropriate orientation of new staff
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Demonstrate highly effective negotiation skills and conflict resolution skills when dealing with difficult situations
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities and appropriately delegates as necessary
- Participate and represent the service in consultation with service manager at relevant committees, working groups and meetings as requested.
- Lead the provision of information and education about the service and professional role within the service
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across acute services and collaborating community agencies
- Participate in and contribute to relevant case conferences, team meetings, client/family feedback meetings
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Assist in fostering and developing research opportunities across the service
- Conduct or contribute to feedback to staff on their performance including performance development planning and performance management where relevant
- Where designated, provide high quality supervision to junior staff and students that is timely, flexible and responsible
- Lead and participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Present at internal and external forums to enhance personal knowledge and professional development
- Lead service development and evaluation through quality improvement activities or research projects where appropriate
- Assist in writing procedures and guidelines as required for the ongoing development of the program, and support relevant staff to complete these tasks
- Assist in meeting reporting requirements relating to the service
- Ensure that service/program outcomes are achieved through appropriate client management and pathways
- Facilitate/assist in the process of recruitment, selection and retention of staff to meet client and service needs.
- Ensure that workload statistics, and other required information, is entered and reported as directed, and on time by self and staff in area of responsibility
- Perform other duties as directed

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

Key Working Relationships

The Senior Occupational Therapist is operationally accountable and responsible to the Manager Community Paediatric Allied Health, professionally accountable to the Manager Occupational Therapy.

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Other key working relationships include:

Internal:

- Bacchus Marsh & Melton Allied Health and Medical Paediatric staff
- Melton Health and Community Services staff
- Members of the Western Health Paediatric Allied Health Team
- Members of the Western Health Occupational Therapy Service
- Other Allied Health, Medical, and Nursing Professionals at Western Health

External:

- Referrers
- Clients, their family and carers
- Schools and Early Childhood Education providers
- Community Service providers including Maternal Child Health Nurses,
- General practitioners.
- Paediatricians external to Western Health
- NDIS Services including the NDIA, ECEI partner agencies, service provider agencies.
- Family Support Services including Child First, Child Protection, and Family Violence services, etc.
- Other relevant External agencies (as required)

Selection Criteria

Essential:

- Tertiary qualification in Occupational Therapy
- AHPRA registration as an Occupational Therapist
- A minimum of seven year's experience in Occupational Therapy service provision and associated experience working within paediatric Occupational Therapy
- A high level of clinical expertise and theoretical knowledge
- Demonstrated highly effective leadership, communication and interpersonal skills, including negotiation, conflict resolution and creativity in problem solving
- Computer literacy
- Excellent written, verbal and electronic communication skills
- Experience in undertaking assessments with paediatric clients and developing individual intervention and program plans based on assessments
- Demonstrated ability to work collaboratively as part of a multidisciplinary team
- 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
- Hold a relevant postgraduate qualification or be working towards same
- Experience in assessment and management of children presenting with autism spectrum disorders or other complex neurodevelopmental presentations
- Excellent organisational and time management skills
- Proven ability to lead and supervise staff and students in clinical, educational and administrative areas
- Demonstrated creative and proactive approach to the management of change
- Demonstrated flexible approach to caseload management and departmental issues
- Experience in leading and facilitating continuous quality improvement processes
- Experience in leading and inspiring clinical research
- Commitment to continuing professional development

Desirable Personal Attributes:

- Self-motivated
- Broad systems and innovative thinking
- Ability to influence others
- Mindful observation
- Timely informed decision making

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- Collaborative approach
- Confidence in own ability
- Embraces self growth and continual learning
- Adaptable, flexible and persistent as required
- Effective delegator
- Resilience

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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- 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: _____

Employee's Signature: _____ Date: _____

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