



**Swan Hill**  
District Health  
*my hospital*



**Respect – Professionalism – Caring – Committed – Collaboration**

## **Occupational Therapist - Grade 1**

*New Graduates are welcome to apply*

This is a fantastic opportunity for a new graduate or Grade 1 Occupational Therapist wishing to develop their experience working with a diverse group of clients, to join our professional and committed workforce at Swan Hill District Health.

The successful applicant will be part of the enthusiastic and supportive Occupational Therapy team, which consists of a full time Chief Occupational Therapist, 6 full time Occupational Therapists and a full time Allied Health Assistant. The position will involve opportunities to provide Occupational Therapy services to clients of all ages across all sectors of the Health Service. This includes Inpatients, Transition Care Program clients, Residential Aged Care clients and Community clients (funded through: Home and Community Care (HACC), My Aged Care, Community Health and Community Rehabilitation Centre).

### **Swan Hill District Health, 'My Hospital'**

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy, pathology and radiography diagnostic services.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- A professional, committed workforce and highly supportive community
- Variety in work and a sense of achievement
- Competitive Remuneration based on skills, knowledge and experience-this can be changed to include relocation or salary packaging available

### **Want More Info?**

For more information contact Marisa Barbarioli, Occupational Therapy Manager on (03) 5033 9332 (Tues to Fri) or email: [MBarbarioli@shdh.org.au](mailto:MBarbarioli@shdh.org.au).

Applications addressing the key selection criteria including the names of three referees and completed application form should be forwarded to the Human Resources Manager by email: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM. Email applications are preferred.



<b>Position:</b>	<b>OCCUPATIONAL THERAPIST</b>
<b>Classification:</b>	Occupational Therapist- Grade 1 (Year level is dependent on experience).
<b>Department:</b>	Occupational Therapy
<b>Reports to:</b>	Chief Occupational Therapist
<b>Position Summary:</b>	<p>To provide Occupational Therapy Services to clients of Swan Hill District Health across service areas including: Inpatients, Outpatients, Community Health, Home and Community Care (HACC), Health Independence Programs (including Community Rehabilitation Centre (CRC) and Hospital Admission Risk Program (HARP)), Residential Aged Care and Outreach Services.</p> <p>The role focuses on providing appropriate services, in the right setting and promoting health and well being for all clients.</p>
<b>Key Selection Criteria:</b>	<p><b>Qualification/Credentialing requirements:</b></p> <ol style="list-style-type: none"> <li>1. Bachelor of Applied Science (Occupational Therapy) or equivalent and registration with AHPRA</li> <li>2. National Police Check</li> <li>3. Working with Children's Check</li> <li>4. Must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100% donation model of MBS revenue to SHDH</li> </ol> <p><b>Essential Key Selection Criteria:</b></p> <ol style="list-style-type: none"> <li>1. Ability to provide Occupational Therapy services to a generalised client caseload in a variety of settings.</li> <li>2. Highly developed organisation, planning and problem solving skills.</li> <li>3. Highly developed interpersonal skills incorporating excellent communication and leadership.</li> <li>4. Ability to work both independently and within a multidisciplinary team.</li> <li>5. Demonstrated interest in further professional development and continuing education.</li> <li>6. Communicate a clear understanding of quality improvement.</li> <li>7. Australian Driver's Licence</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Experience in working in a rural community setting</li> </ol>
<b>Salary/ Award:</b>	Full time position. Salary in accordance with Health and Allied Services Award.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide evidence based Occupational Therapy assessment, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care.</li> <li>• Provide appropriate, timely and effective clinical management to all patients through assessment, treatment and management (including informational counselling to clients and caregivers), re-evaluation, documentation, team liaison and discharge planning.</li> <li>• Communicate client issues effectively with other team members, with active contribution to multidisciplinary team meetings.</li> <li>• Complete client goal setting (Goal Directed Care Plans) in consultation with client/family/carers as appropriate. Goals are to be functional and measurable.</li> <li>• Facilitate groups and empower clients with complex needs to manage their conditions within self-management practice to improve health and</li> </ul>

	<p>quality of life.</p> <ul style="list-style-type: none"> <li>• Evaluate treatment using the most appropriate methods, making use of objective measures and quality improvement principles where possible.</li> <li>• Complete multidisciplinary/joint assessments and treatments with other clinicians as required.</li> <li>• Support client outcomes according to project directions which may include education and support to external health services (including Swan Hill Rural City Council).</li> <li>• Ensure effective clinical handover including appropriate referrals and recommendations for further treatment.</li> <li>• Attend and contribute to department meetings and other meetings (internal and external) as required.</li> <li>• Provide positive input in resource planning (team and equipment).</li> <li>• Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health.</li> <li>• Display a willingness to develop self and seek to improve performance, including through regular supervision with senior occupational therapy staff.</li> <li>• Contribute to and support service initiatives aligned to Primary Care, including managing quality improvement and supporting accreditation requirements.</li> <li>• Support the Chief Occupational Therapist in undertaking processes to ensure service targets are met including the collection of all clinical and non-clinical activity statistics consistent with departmental protocols that directly improve access, clinical care, service coordination or efficiency.</li> <li>• To contribute to the teaching and training programs of work experience, allied health, nursing and other professional disciplines within Swan Hill District Health.</li> <li>• To provide leadership of the occupational therapy component of the allied health work experience program.</li> <li>• To work effectively with the Occupational Therapy Allied Health Assistant by providing appropriate supervision and delegation.</li> <li>• To contribute to the supervision, orientation, education and professional development of undergraduate occupational therapy students.</li> <li>• Undertake additional responsibilities and other duties as delegated by the Chief Occupational Therapist.</li> </ul>
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> <li>• We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p>

	Recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
<b>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Hardwiring for Excellence</b> <b>Values - Standards of Behaviour</b>	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
<b>Privacy and Confidentiality:</b>	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	June 2010
<b>Reviewed:</b>	April 2013, July 2013, January 2015, July 2016
<b>Managers Name:</b>	Marisa Barbarioli
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	

The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

<b>Position Applying for</b>	
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## General Information

<b>Name</b>	
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<b>Address</b>	
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<b>Contact</b>	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>
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Are you of Aboriginal/Torres Strait Islander Origin?    No       Aboriginal       Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes    No

Are you an Australian Citizen or Permanent Resident:    Yes    No                                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_      Expiry date ...../...../....

Place/Country of issue: \_\_\_\_\_      Issue Number : \_\_\_\_\_

Do you require sponsorship?                                       Yes    No

Where did you hear about the position you are applying for?  
 Newspaper                                       Internet                                       Swan Hill District Health Website

## Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is casual / relieving** unless otherwise indicated.

- 6 months probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department (rotation)

**Hours of Work** – SHDH operates on a 24 hour, 7 day week, 3 shift basis, and you may be called upon to work/relieve on any of these shifts. If you are unable to work any of the shifts, please indicate below:

Unavailable to work: \_\_\_\_\_

**Normal hours of work** are 40 in each week worked on an ADO each month. This is only applicable to Full Time employees. Part time employees will have a minimum hours set but may be called upon to work up to 38 hours per week at normal pay.

### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

#### Disclosure advice:- (to be completed by the applicant)

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: \_\_\_\_\_ Date: ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

#### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585