



GREAT OCEAN ROAD
HEALTH

OCCUPATIONAL THERAPIST

FIXED TERM 12 MONTHS PART TIME

ONGOING 2023

1. Information for Applicants
2. Position Description
3. Employment Application Form
4. Organisational Structure
5. Geographical Location

INFORMATION FOR APPLICANTS

OCCUPATIONAL THERAPIST

1. Please provide a current **Resume** and prepare a **Cover Letter**. Applicants are also required to address each of the descriptors under the “**Required Education, Training, Knowledge and Experience**” section of the Position Description provided. Examples and descriptions of how you are able to meet these requirements must be provided.
2. Please complete the **Employment Application Form** and forward with your application.
3. Offers of employment will be conditional on relevant organisational pre-employment screening approvals including but not limited to a **Nationally Co-ordinated Criminal History Report**, current **Victorian Employee Working with Children Clearance** and **NDIS Worker Screening Check** (where relevant). **All** associated costs of obtaining all screening requirements are borne by the prospective employee.
4. All prospective employees are required to complete a **Staff Immunisation Pre-employment Questionnaire** and provide documented evidence of current immunisation. **All** associated costs of obtaining immunisation screening requirements are borne by the prospective employee.

In submitting your application you must be willing to participate in Great Ocean Road Health’s annual immunisation program as per Great Ocean Road Health’s Workplace Immunisation Policy. You understand and acknowledge that a state government public health order, direction and/or regulation may be applicable to the workplace and/or role that you are applying for. You acknowledge and agree to comply with any applicable COVID Health Requirement including, but not limited to, providing us with information regarding your COVID vaccination status upon our reasonable request. In accordance with Commonwealth & State Public Health Directives, COVID 19 Vaccine is a condition of employment.

5. Salary and allowances will be paid in accordance with the Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026.
6. Position is currently for a fixed term of 12 months (with the possibility of extension) whilst current OT is on maternity leave. Hours of work are 2-3 days per week as agreed.
7. Great Ocean Road Health will pay superannuation in accordance with the *Superannuation Guarantee (Administration) Act 1992* to a nominated Superannuation fund.
8. Great Ocean Road Health provides equal opportunity and fair and equitable treatment in employment to all people without regard to race (including ethnic origin and nationality), colour, religion, gender, age, disability, political affiliation, marital status, actual or assumed physical, intellectual or psychological impairment, family or carer’s responsibilities, sex (including pregnancy and marital responsibilities) sexual orientation.
9. Great Ocean Road Health promotes a workplace that actively seeks to include, welcome and value the unique contributions of all people. GORH encourages applications from Aboriginal and Torres Strait Islander people, people of all religious, cultural and linguistic backgrounds and sexual orientations, those who are gender diverse and people with disabilities.
10. Attach copies of relevant qualifications and Registration Certificates (if applicable) to your application.
11. The names of three professional referees are required including, if possible, your supervisor if you are currently working or a previous supervisor if you are not currently working.
12. For further information please contact Manager Allied Health, Campbell Craig, campbell.craig@gorh.vic.gov.au
13. **Applications are currently ongoing.**

14. Address applications to
People and Culture
Great Ocean Road Health
PO Box 84
Apollo Bay VIC 3233 or people.and.culture@gorh.vic.gov.au

Position Description

Occupational Therapist

JOB TITLE

| | |
|------------------------------|---|
| Position | Occupational Therapist |
| Classification | As per contract and per experience |
| Award | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026. |
| Performance Appraisal | Initial review at three (3) months, then annually. |

GREAT OCEAN ROAD HEALTH

Great Ocean Road Health is a rural public health service that has campuses at Lorne and Apollo Bay in South West Victoria. Our community members are offered acute hospital beds, residential aged care beds, a renal dialysis unit (Lorne), a 24 hour urgent care service, medical centres, community health care and in-home support services. Great Ocean Road Health was formed in 2019 with the amalgamation of Lorne Community Hospital and Otway Health.

VISION

Great care for our community

VALUES and BEHAVIOURS

- ❖ **Genuine:** We are authentic; we do what we say we will do and motivated to extend ourselves in everything we do.
- ❖ **Respect:** We demonstrate integrity in every interaction, and we value the insights of staff, community members and our partners.
- ❖ **Empathy:** We listen to our staff, patients, residents and community member needs and help them on their journey to enhanced health and wellbeing.
- ❖ **Accountable:** We are accountable for all our actions and decisions - we deliver our strategic priorities in order to fulfil our purpose and best meet our community needs.
- ❖ **Teamwork:** We actively seek opportunities to work together in the spirit of collaboration.

POSITION BACKGROUND

Great Ocean Road Health's priority is to work with its client base and community to strengthen the community and ensure that people are well supported and able to improve and enhance their wellbeing.

The Occupational Therapist is responsible for the development, implementation and evaluation of the occupational therapy program at Great Ocean Road Health using best practice principles. This involves high quality clinical assessment, treatment and review of acute, residential and community clients.

KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: Organisational Responsibilities

| ROLE SPECIFIC TASKS | MEASURES |
|---------------------------------|--|
| Organisation Culture | <ul style="list-style-type: none"> ▪ To understand and adopt GORH values in all areas of responsibility with attention to consumer focus, teamwork and community orientation. ▪ GORH strongly supports Equal Opportunity and Access to Services, and expects all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious, sexual diversity and orientation. |
| Occupational Health and Safety | <ul style="list-style-type: none"> ▪ Proactively take responsibility for your own health and safety and for the health and safety of anyone else who may be affected by our acts or omissions in the workplace. ▪ Understand and proactively work within Occupational Health and Safety Acts, regulations and codes of practice. ▪ Minimise exposure to incidents of infection/cross-infection of patients, residents, staff, visitors and the general public by adhering to the organisation's Infection Control policies and procedures, including compliance with GORH vaccination program |
| Risk Management | <ul style="list-style-type: none"> ▪ Ensure effective and timely risk identification, assessment, control and issue resolution processes are maintained. |
| Management and Control | <ul style="list-style-type: none"> ▪ Ensure all activities are within the approved policies, legal and ethical framework of the organisation. ▪ Understand and take responsibility to work within the delegations of authority. |
| Quality Management | <ul style="list-style-type: none"> ▪ Report incidents on the incident reporting system. ▪ Lead or participate in quality activities in ensuring that opportunities for improvement are actively explored and best practice is achieved. ▪ Understand the quality standards and accreditation requirements relevant to the role and ensure systems and processes are consistent. ▪ Partner with patients, carers and other consumers in activities to improve the safety and quality of care. |
| Professional Development | <ul style="list-style-type: none"> ▪ Ensure skills are up to date and in accordance with best practice guidelines. ▪ Keep up to date with changes in Policies and Procedures. ▪ Ensure all mandatory LMS training is undertaken within all required timeframes. |
| Child Safe | <ul style="list-style-type: none"> ▪ Demonstrate an understanding of Child Safe Standards and comply with the Great Ocean Road Health Child Safe – Code of Conduct. ▪ A current Working with Children Check may be required for Great Ocean Road Health Employees |
| National Criminal History Check | <ul style="list-style-type: none"> ▪ A current National Criminal History Check is required for Great Ocean Road Health Employees. |
| General Statement of Duties | <ul style="list-style-type: none"> ▪ Perform the inherent responsibilities of the position and other related duties as directed and assigned to you, having regard to your skills, qualifications, training and experience, to contribute to meeting client and community needs and program |

requirements.

RESPONSIBILITY AREA 2: **Clinical Practice / Professional Practice**

Great Ocean Road Health strives to deliver the highest level of care possible. To enable this to occur, all personnel need to develop and maintain appropriate professional behaviours in all areas of practice. This covers both clinical and non-clinical workplaces, and is the physical manifestation of the Great Ocean Road Health values.

Clinical –

| ROLE SPECIFIC TASKS | MEASURES |
|--|---|
| <ul style="list-style-type: none">▪ Plan, implement and evaluate occupational therapy intervention for allocated client caseload (community and residential).▪ Intervention is evidence-based, client centred and goal/referral specific.▪ Work collaboratively within the multidisciplinary team to achieve client goals and ensure a high standard of care.▪ Tasks are at least 75% patient related (direct and non-direct tasks) and 25% non-patient related, as per National Consortium of Allied Health for Grade 2 clinicians.▪ Triaging of referral priority as necessary.▪ All interventions will be accessible, responsive and accountable to the needs of the individual clients. | <ul style="list-style-type: none">▪ Complete residents data quality sheet to ensure all residents receive appropriate care▪ Client occupational therapy goals achieved.▪ Appropriate time utilisation reflected in Carelink+▪ Demonstration of problem solving approach. |

Professional –

| ROLE SPECIFIC TASKS | MEASURES |
|---|--|
| <ul style="list-style-type: none">▪ Participates in quality improvement projects and activities, which may include development of or leadership in a particular project.▪ Participates in regular professional development as per AHPRA guidelines.▪ Supervise Allied Health Assistants in their delivery of clinical programs.▪ Supervision of university students. | <ul style="list-style-type: none">▪ Specific projects identified and documented.▪ Documented guidelines adhered to. |

RESPONSIBILITY AREA 3: **Information Management (inc Communication & Documentation)**

Great Ocean Road Health understands the need for effective communication and rigorous documentation in the delivery of health care. How we manage information within the organisation is crucial for our customers trust, our reputation in the wider community and how they perceive Great Ocean Road Health.

| ROLE SPECIFIC TASKS | MEASURES |
|--|--|
| <ul style="list-style-type: none">▪ Complete client documentation (for direct and non-direct tasks) in a timely manner to ensure records are up-to-date and visible for other relevant staff members to carry out their required duties.▪ Complete follow up for clients regarding recommended equipment, home modifications, exercise programs and assessment outcomes in a timely manner.▪ Maintain professionalism and confidentiality when handling client personal information. | <ul style="list-style-type: none">▪ Carelink+ audits reflect compliance with documented protocols. |

SCOPE OF PRACTICE

The Occupational Therapist scope of practice entails:

- The provision of occupational therapy services related to their experience and qualifications.
- Activities described within the position description
- Other activities as agreed with Line Manager.

ORGANISATION CHART

| | |
|--------------------|--|
| Reports to: | Director Community Services Allied Health Manager |
| Supervises: | Allied Health Assistant |
| External Liaisons: | Other Health Services Allied Health Networks |
| Internal Liaisons: | All Great Ocean Road Health staff |

REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

1. Essential Education:
 - Tertiary qualification in Occupational Therapy.
2. Essential Requirements:
 - AHPRA registered as per National Registration requirements.
 - Experience providing occupational therapy services in a health care setting (Community Outpatients and Aged Care).
 - Good interpersonal skills and the ability to engage communities, providers, general practitioners and all relevant stakeholders.
 - Excellent computer, verbal and written communication skills.
 - Strong work ethic.
 - Excellent organisational skills.
 - A current Victorian Drivers Licence.
 - NDIS worker screening check
3. Desirable Skills:
 - Knowledge of health care system and clear understanding of the role of health promotion and education in the maintenance of health and well-being and achieving health outcomes for clients.
 - Self-motivated and able to work without supervision.
 - Ability to act in an advisory role to management.
 - Proven ability to meet realistic deadlines through effective time management to ensure deadlines are met.

PERFORMANCE STANDARDS

Evidence of completion of competencies relating to your current role.

AGREEMENT

Pre-Employment Health Declaration

Prior to any person being appointed to this position, it will be required that they disclose full details of any pre-existing injuries or disease suffered, or existing injuries or disease that a person continues to suffer of which they are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment.

Position Description Approved

Manager/Director Signature

Date _____

Position

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position.

Employee Signature

Date _____

Employee Name (please print)

EMPLOYMENT APPLICATION FORM

Position Applied For

Title :

Personal Details

Name :

Postal Address :

Home Address :

Email Address :

Telephone No(s) Home

Mobile Phone

Do you wish to be contacted at work? Yes No

If yes, Work No:

Residency Status

Australian Citizen | Permanent Resident | Other: *(specify, including status of work visa)*

Passport Number and Country of Issue

Are you Aboriginal or Torres Strait Islander? Yes No

Languages Spoken

Do you speak languages other than English? Yes No If yes, specify:

Police Check

Do you have a current police check dated within the last 6 months? Yes No

Have you lived overseas for 12 months or more in the last ten years? Yes No

If yes do you have an International Police Check?

Yes No

Current Employment

Tick if already provided on CV and go to next section

Employer:

Name and Address:

.....

Position:

Length of Service: From To

Classification/Grade

Period of notice:

Status: (X) **Full Time** **Part Time** **Permanent** **Temporary**

Are any family members or friends currently, or have ever been employed by Great Ocean Road Health (including former Lorne Community Hospital and Otway Health)?

Yes **No** **If yes, please state:**

Position: Area of Service:

Dates employed:

Pre-Employment Declaration

Have you received an **Enhanced Resignation Package**? **Yes** **No**

Have you received a **Voluntary Departure Package** from any Victorian Government public sector department of agency within the last three calendar years? **Yes** **No**

Are you presently on **Long Service Leave** from another employer? **Yes** **No**

Previous Injuries? **Yes** **No** WorkCover Claims? **Yes** **No**

Educational Qualifications

Tick if already provided on CV and go to next section

Qualification Awarded (1):..... **Major Study?**

Institution: **Years of Study (eg 92-95)**

Qualification Awarded (2): **Major Study?**

Institution: **Years of Study (eg 92-95)**

Other Completed Course or Subjects:

.....

NB. Attach additional educational details.

Occupational Health & Safety

- In the interests of providing a safe work environment for all staff, applicants shortlisted for interview with Great Ocean Road Health will be requested to disclose all pre-existing injuries or medical condition which could foreseeably be affected by the nature of employment for which they are applying (as per the Position Description).
- This disclosure will not influence the selection process unless it is clear the pre-existing condition would prevent the applicant from safely carrying out the requirements of the position.
- Applicants are advised to consult their Doctor if they have a pre-existing injury or medical condition and are unsure about its relevance to the position for which they are applying.
- Prior to an offer of employment successful applicants may be required to provide a letter of medical clearance from their Doctor to undertake the position.

Referees

Tick if already provided on CV and go to next

(Please provide names of 3 referees who may be contacted in relation to your work history, experience and performance *Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.*)

Name: Position:
 Employer Name: Telephone No:
 Address: Mobile No:

2

Name: Position:
 Employer Name: Telephone No:
 Address: Mobile No:

3

Name: Position:
 Employer Name: Telephone No:
 Address: Mobile No:

Declaration:

I certify that the statements made by me in this application form and any supporting documentation (eg. resume, academic results, qualifications) are true and complete. I understand that false, inaccurate, misleading or untrue statements or knowingly withheld information may disqualify me from employment, or result in termination of employment with this organisation. I give permission for my nominated referees to be contacted as part of the recruitment process. I understand that, a Nationally Co-ordinated Criminal History Check, and Working with Children Check are a requirement of employment with GORH.

| | | | |
|--------------------------|--|--------|--|
| Signature of Applicant : | | Date : | |
|--------------------------|--|--------|--|

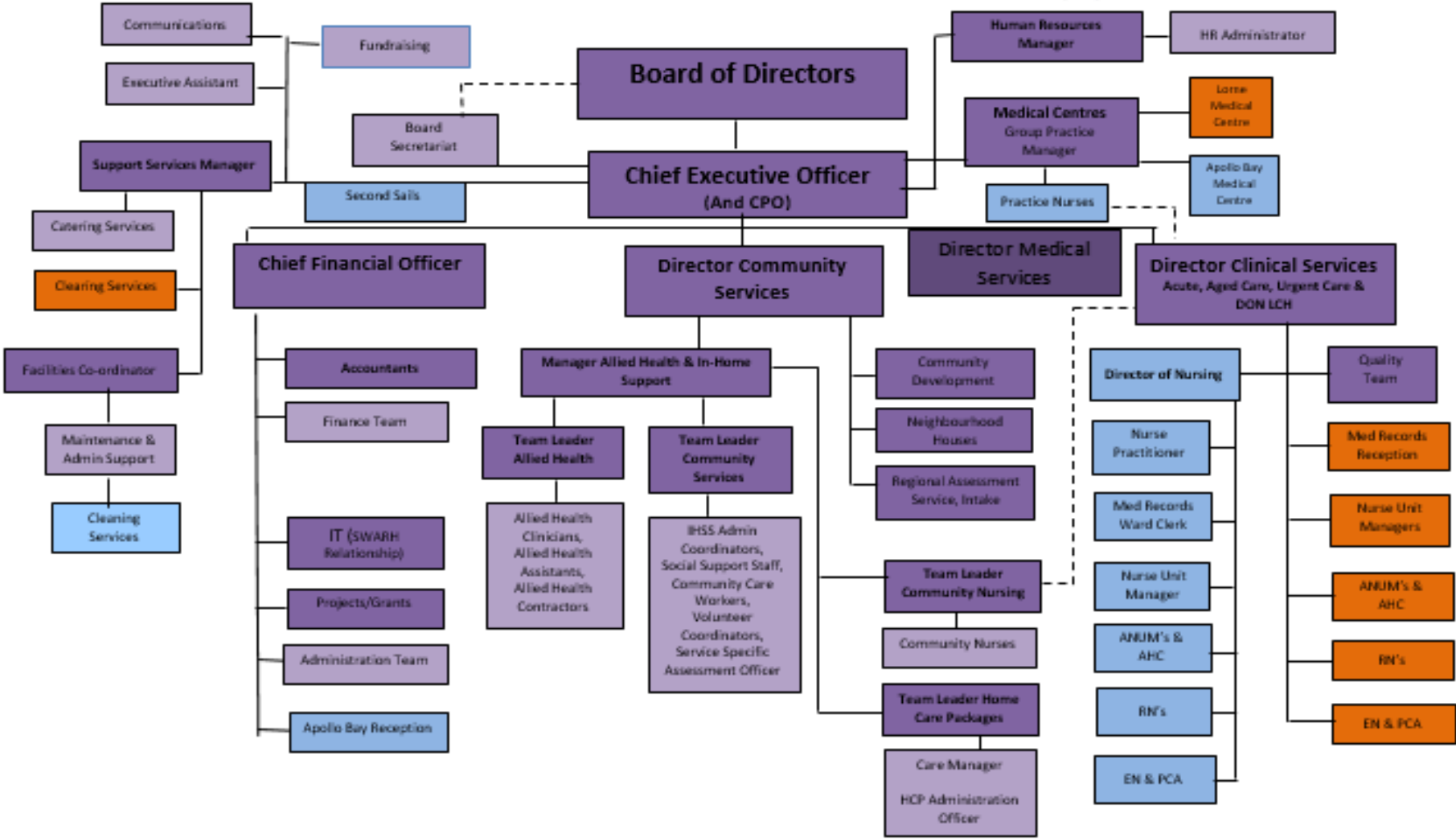
Privacy Statement

GORH respects the privacy rights of all applicants. Furthermore, the Board and Management are committed to ensuring that the organisation complies at all times with its obligations under the Information Privacy Act (2000), Health Records Act (2001), and the Commonwealth Privacy Act (1998).

GORH currently holds some information in relation to job applicants. This information includes, but is not limited to: Information relating to the personal details and work history of applicants (such as their home address, date of birth, nationality, residency status, languages spoken, their employment history, their educational qualifications, any illnesses or incapacities relevant to the position) There are a variety of reasons why GORH is required to hold this information. The purpose of the collection of this information includes: Ensuring the recruitment process is fair and equitable; and minimising risk to health, safety and welfare of all employees.

| | |
|---|---|
| <p>Your application should be addressed to :</p> <p>Human Resources Great Ocean Road Health hr@gorh.vic.gov.au PO Box 84 Apollo Bay VIC 3233</p> | <p>Internal Use Only :</p> <p>Interview Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Advised by :</p> <p>Date :</p> <p>Time :</p> <p>Comments :</p> <p>.....</p> |
|---|---|

ORGANISATIONAL STRUCTURE 2022



Geographical Location

Located along the Great Ocean Road

186km (2hrs 32 mins) from Melbourne



**GREAT OCEAN ROAD
HEALTH**



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