

POSITION DESCRIPTION

Position Title	Senior Occupational Therapist
Directorate	Community Services & Wellbeing
Operationally reports to:	Ambulatory Care Manager
Professionally reports to:	Occupational Therapy Professional Lead
Direct Reports	No
Enterprise Agreement	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Classification	As per award
Employment Status	Refer to contract of employment
Hours of work	Refer to contract of employment
Amendment Date	August 2026
Our Organisation	
Dhelkaya Health is a new health service on Dja Dja Wurrung country; it is the coming together of Castlemaine Health, Maldon Hospital and CHIRP Community Health. Dhelkaya Health is shaping a better health system for the people of Mount Alexander Shire and beyond, while staying true and local in everything it does. Dhelkaya Health delivers a diverse range of inpatient, outpatient, aged care, community health and outreach services to Mount Alexander Shire. It also delivers assessment, rehabilitation and allied health services to neighbouring shires. Dhelkaya Health is committed to the quality, accessibility and sustainability of acute, aged and community-based healthcare, and family and housing services. Dhelkaya Health has campuses in Castlemaine and Maldon.	
Position Overview	
The Senior Occupational Therapist Program Lead works as part of our Ambulatory Care program within a multi-disciplinary team to provide high quality, person-centred assessment and management for people living in the Dhelkaya Health service catchment accessing ambulatory care outpatient clinics. The Senior Occupational Therapist is a specialist Senior Clinician role designed to support the leadership of several Ambulatory Care Programs and Clinics. The Senior Occupational Therapist will have a clinical caseload and work in an evidenced-based informed manner to achieve optimal health outcomes for those presenting to Ambulatory Care outpatient clinics. The Senior Occupational Therapist will work in close collaboration with respective Program Managers, Program Leads, Professional Leads and other relevant stakeholders across the organisation to ensure the delivery of high-quality clinical services by staff who are supported to perform their roles within an evidence-based framework. This position will demonstrate leadership to a multi-disciplinary team, utilising proactive approaches to mitigating clinical risk, support workforce strategies and recruitment, professional development, maintaining professional standards, and promoting a collective professional identity within Dhelkaya Health. This role will support the Program Leadership of other outpatient Dhelkaya Health Programs as delegated by the Ambulatory Care Manager and Occupational Therapist Professional Lead.	

Specific Accountabilities

Provision of Care

- Plan, deliver and evaluate clinical services to clients, which build on client strengths, needs and priorities.
- Actively participate in relevant case conferences and facilitate a collaborative multidisciplinary team approach to achieve optimal client outcomes and coordinated care.
- Maintain timely and accurate clinical documentation and record keeping.
- Support the use of technology to improve the provision of care and communication of information.
- Build sustainable partnerships with other service providers to facilitate integrated care and obtain input from other experts where needed to support client goal achievement.
- Evaluate whether treatment/care has met client needs and been delivered as agreed with the client and any other care contributors.
- Operate with a client-centred approach in which the clients' views about care are valued and client involvement in care decisions is meaningful.
- Work with an evidence-based practice approach to care that integrates the best available research evidence with clinical expertise and client values.

Leadership and Management

- Promote and cultivate a work culture that encourages open, effective communication while valuing diversity and embracing a deep understanding of differences to drive best practice care.
- Take an active role in, or lead, relevant clinical program areas or committees as delegated by Program Manager, providing clinical expertise and effectively representing the team in both clinical and broader organizational matters.
- Clearly define, communicate and model the organisational values, culture, and behaviours expected in the workplace (above/below the line behaviours).
- Promote a work culture in which team work and shared responsibility for provision of care is normative practice, and act to ensure workloads are equitable.
- Provide clinical and professional leadership and support within the program staffing group with below tasks as noted.

Program Leadership

Program Leads will play a key supporting role to the Manager by assuming responsibility for tasks including:

- Monitoring and triaging referrals into the program
- Overseeing case review meetings, and ensuring that processes and systems are supporting efficient, effective and person-centred client management
- Monitoring program throughput and activity against assigned program targets
- Identifying learning and development needs within the program team
- Identifying and leading quality improvement initiatives
- Promoting use of measures that demonstrate the outcomes that matter to clients and carers
- Leading activities to promote and market the program internally and externally
- Conducting an annual review of the program to inform future planning
- Being an effective conduit for information between the program team and the Manager/s

Quality improvement and risk management

- Develop relevant procedures and other guiding documents in accordance with Dhelkaya Health's Quality and governance framework and processes.
- Support program delivery in accordance with relevant accreditation and best practice standards
- Initiate and manage Quality projects to improve safety, effectiveness, efficiency and experience of care
- Empower staff to identify, analyse, report, and manage risks to maintain a safe working environment.

Learning and innovation

- Participating in regular supervision with the Manager to provide updates and escalate program or team-related issues
- Participate in regular professional supervision as a supervisee, or supervisor for allocated staff and students
- Actively support student and graduate learning programs and promote positive learning environments for staff and students
- Participate in relevant networks, to develop working relationships and maintain professional knowledge.
- Model excellence in clinical skills and foster a growth mindset, a culture of research and innovation, and commitment to lifelong learning

Any other duties as required commensurate with the position classification and the employee's skills, knowledge, experience and qualifications.

Organisational Accountabilities
Confidentiality

All staff members must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

Infection Control

All staff members are responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to relevant Infection Control Guidelines.

No-Smoking Policy

To ensure a healthy and safe work environment for staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on health service grounds, in buildings and offices or in any vehicle.

Occupational Health & Safety

All staff members have the right to a safe working environment and should advise their direct line manager of any risk or condition likely to result in accident or injury. All staff members have the responsibility to take reasonable care of their own health and safety, to co-operate with OH&S policies, and to participate in appropriate safety education and evaluation activities.

Organisational Values

All staff members must demonstrate and uphold their health service's vision, mission and values. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

Empathetic – We are caring, compassionate and kind

Inclusive – We are welcoming, trustworthy and warm

Professional – We are dependable, expert and ethical

Transformative – We are curious, progressive and creative

Pre-Employment Security Screening

All staff members must obtain and/or maintain a current and satisfactory National Police Check for the duration of employment. A Working with Children Check and National Disability Insurance Scheme (NDIS) check may also be required for particular positions.

Quality Improvement

Staff members are required to participate in Continuous Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources. Staff members have a role and responsibility in identifying opportunities for improvement and implementing strategies to do so.

Our Health Services are committed to providing an environment that promotes quality learning and further education.

Where relevant, staff are required to contribute to the planning and delivery of further education placements, participate in appropriate staff development, training and education opportunities and share knowledge with other staff members.

All staff members are required to participate in regular formal and informal performance review meetings.

Risk Management

All staff members have a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All staff members are required to report any incidents that occur during the course of their duties.

Workplace Behaviour and Codes of Conduct

- All staff members are required to carry out lawful and reasonable directions as outlined in this position description or as delegated to them
- All staff members are required to comply with the legal requirements associated with general employment and those specific to their qualifications and area of work
- Where required, Staff members must abide any professional standards and codes of conduct and ethics issued by the professional association relevant to their discipline
- All staff members are required to demonstrate behaviours that are consistent with Dhelkaya Health's Codes of Conduct including the Code of Conduct for Victorian Public Sector Employees, Aged Care Code of Conduct and the NDIS Code of Conduct.
- All staff members have the right to equal opportunity and a work environment free from any form of discrimination, workplace harassment and bullying.
- All staff members must adhere to their Dhelkaya Health's policies in this regard and participate in education and training.

Qualifications

Essential:

- Recognised tertiary qualification in Occupational Therapy.
- Registration as an Occupational Therapist with AHPRA
- Current Victorian driver's licence

Key Selection Criteria

- Minimum of 7 years' professional work experience as an Occupational Therapist
- Demonstrated experience and knowledge of current discipline practice frameworks, and the key competencies and capabilities required for Occupational Therapy roles across the continuum of care.
- Strong communication skills, including the ability to effectively lead and maintain working relationships in a professional workplace and in clinical settings.
- Experience in supervising staff and demonstrated ability to develop the skills and capability of others.
- Advanced clinical skills in managing a complex caseload and comprehensive discharge planning using a client-centred approach relevant to Occupational Therapy assessment and management of the rehabilitation population.
- Demonstrated leadership with quality improvement activities, considering risk and organisational/departmental priorities and stakeholder engagement.
- Demonstrated commitment to improving own practice and undertaking quality and research activities.

Additional Information

Diversity and Inclusion

Diversity is important to Dhelkaya Health because we want a workforce that is as diverse as the communities we work with. Our staff are encouraged to draw from their identity - in lived experience, ethnicity, race, age, disability, sexuality, neurodiversity, gender, culture and belief - in being part of a workplace that is safe, respectful, welcoming and inclusive.

Health and Wellbeing

Our health service has a strong commitment to staff wellbeing and supports the professional growth and accountability of all staff through organisational supervision and a multidisciplinary team approach.

Innovation

Staff members recognise that innovation contributes to the successful delivery of contemporary health services to the community. All staff members are encouraged to demonstrate innovation through exploring ideas that solve problems and create solutions.

Person Centred Care

Person Centred Care (PCC) is a philosophical approach to how health services provide care to patients, residents, clients and interact with other customers, including staff, volunteers and visitors. PCC is based on the principles of respect, value of the individual and the need to deliver service in an environment that supports peoples' physical, emotional, social and psychological needs. PCC is underpinned by a culture of collaboration and partnership and all staff of our health services are required to adhere to these principles.

Social Model of Health

Where programs and services operate within the Social Model of Health, an understanding of the social determinants of health will be incorporated in the planning and delivery of programs and services. Staff members will engage and partner with clients and communities to achieve optimal health outcomes.

Other

- 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.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.

Employee Acceptance

I acknowledge that:

- I have read and understood the requirements of the position as outlined in the Position Description.
- I possess the necessary skills, knowledge, experience and abilities to successfully perform in this position

Name (print):

Signature:

Date: