

Position Title: Occupational Therapist
Classification: AH 3
Group / Division: Schools and Regional Services

About the Department

The Department leads the delivery of education and development services to children, young people and adults both directly through government schools and indirectly through the regulation and funding of early childhood services, non-government schools and training programs.

Information about the structure of the Department, including details about each of our Ministers, key staff, regional offices, strategy and annual reports are available at:
<http://www.education.vic.gov.au/about/department/Pages/default.aspx>

Role Context

Schools and Regional Services comprises 17 Areas within four regions across the state, as well as 5 central Divisions. The responsibilities of Regional Services include:

- Service delivery including performance, contract management, funding delivery and acquittal
- Program implementation including detailed implementation planning and delivery
- Local area engagement, advice, support and partnerships
- Workforce capability development, professional practice leadership and delivery
- Emergency management including critical incident response.

The Area-based regional operating model is designed to:

- Provide greater responsiveness, innovation and joined-up responses to local needs
- Enable a focus on place as an organising structure for schools and other services
- Enable regional staff to engage more effectively with our service providers, schools, students and learners, families and local communities, and to understand what they need
- Facilitate better relationships and collaborative networks that more effectively support learners to move more seamlessly through our education system and beyond
- Enable complex issues to be addressed through more targeted, integrated and coordinated responses.

Work Area

The purpose of Student Support Services (SSS) is to work as a part of a broader Health and Wellbeing and Inclusion Workforce (HWIW) to support schools to address the barriers that impact on student (s) access, participation, and progress to achieving their educational goals and developmental potential.

SSS comprise the Allied Health professions of psychologists, speech pathologists, behaviour analysts, occupational therapists, and social workers.

SSS staff are part of an Area based multi-disciplinary health, wellbeing, and inclusion team and, together with the Area school improvement team, help build the capability of schools to support student achievement, engagement, and wellbeing. To achieve these outcomes, SSS work in a multidisciplinary way to plan and deliver services in collaboration with schools in a multi-tiered system of support. SSS staff may also be required to work in a transdisciplinary way particularly in support of regional roles such as the Health and Wellbeing Key Contact or in support of other regional or Area service delivery initiatives. SSS play a vital role in the response to IRIS alerts and supporting emergency management.

SSS services include consultation, provision of a range of strategies and specialised support at individual, group, classroom, school, and Area levels. SSS staff build a strong understanding of all DET resources to ensure they support schools holistically as well as utilising their discipline specific skills.

The SSS workforce uses the Department's [Student Support Services Handbook](#) to inform their priorities and processes of work. The [Health, Wellbeing and Inclusion Workforces Practice Model](#) guides their practices.

Additional information is also available on the Departments website via this link [DE Allied Health Careers](#)

Organisational Values

Victorian Public Sector Values

DE employees commit to the public sector values as outlined in Section 7 of the Public Administration Act 2004, DE has adopted these values



For more information on the DE's values, visit: <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Accountabilities

- Provide high level occupational therapy support services to school age students to improve student learning.
- Undertake advanced wellbeing interventions that support students and schools
- Assist the coordination of student support services within a multi-disciplinary team.
- Contribute to student wellbeing policy development
- Provides leadership, professionally and operationally, within a multi-disciplinary student support team.
- Support teachers in the development of educational programs, particularly in respect to students with additional needs.
- Provide authoritative professional advice in relation to issues involving student wellbeing.
- Collaborate with and provide advice to other student support services team members in respect to complex cases.
- Contribute to the professional development of other occupational therapy support service team members.
- Liaise with community service organisations, DFFH, hospitals, specialist programs and other professionals regarding the support needs for students.

Key Selection Criteria

1. Suitable experience in the initiation, development and implementation to programs, procedures and policies that foster resilience in children and young people and address their physical, social and emotional needs to support their educational needs
2. Capacity to provide leadership within a multidisciplinary team delivering a range of wellbeing support services to school students
3. Highly developed capacity to assess, conceptualise and analyse more complex student wellbeing issues that translate to improving student support services
4. Highly developed communication, networking and interpersonal skills to liaise effectively with a wide range of people in the education community and beyond
5. Demonstrated commitment to the Victorian Public Sector Values as detailed in Organisational Values section above

Qualifications

A relevant graduate or post-graduate qualification in Occupational Therapy.

Accreditations

Essential: Registration as an occupational therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum Mandatory Requirements

I have not received a Voluntary Departure Package from the VPS in the last three years

Other Relevant Information

- Applicants should keep a copy of the position description as it cannot be accessed once the job has closed.

- **Candidates are advised that the key selection criteria must be addressed to be considered for the position.** Visit <http://careers.vic.gov.au/how-to-apply/preparing-application> for more information.
- In particular applicants should read the section **how to reply to selection criteria at this link** <http://careers.vic.gov.au/how-to-apply/how-to-reply-to-selection-criteria> for guidance and tips on applying for government positions and addressing key selection criteria.

- The Department of Education (DE) is committed to diversity. The Department places considerable effort and resources into responding to the needs of employees with a disability. People from disadvantaged groups are encouraged to apply for this position.
- Successful applicants are subject to a satisfactory criminal record check prior to employment. New DE employees are required to meet the cost of the criminal record check.
- If appointed from outside DE, successful applicants will be required to complete a pre-employment health declaration.
- A probationary period of up to 3 months may apply for a person appointed to an ongoing position from outside the Public Service or the Teaching Service.
- All DE employees are required to comply with relevant legislation, including legislation regarding the management of Departmental records, the Code of Conduct for Victorian public sector employees and Departmental policies and procedures in the conduct of their employment.
- Standard public service terms and conditions apply. Information about DE's operations and employment conditions can be obtained from the following websites: www.education.vic.gov.au and www.education.vic.gov.au/hrweb.
- To support DE's commitment to its Environmental Management System, DE employees are expected to act in an environmentally responsible manner at all times.
- For Allied Health employees working in the regions, a current driver's licence is mandatory, and a capacity to access private transport with approved comprehensive insurance cover.
- For regulatory early childhood employees working in the regions, a current driver's licence and a working with childrens check is mandatory.

Privacy Notification

We are collecting your personal information for the purposes of processing and considering your application for employment. We will use and disclose the information we collect from you only for these purposes. Unsuccessful job applications are retained for six (6) months and then securely destroyed.

Your personal information is kept secure and confidential and managed in accordance with the Department of Education Information Privacy Policy. If you have any concerns about how your information is being managed or wish to obtain a copy of the Department's Information Privacy Policy please contact Corporate HR Services on 9637 3828 or visit our website <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>