



<b>Position Title</b>	<b>Occupational Therapist</b>
<b>Unit</b>	Support, Therapy, Education and Prevention
<b>Reports to</b>	Executive Manager via Lead Clinician
<b>Direct Reports</b>	Supervision of Grade 1 Therapists if applicable to classification
<b>Mode of Employment</b>	Ongoing
<b>Hours of Work</b>	Full-time, part-time or casual negotiable
<b>Award / Agreement</b>	Allied Health Professionals (Victorian Community Health Centres) (Multi Employer) Enterprise Agreement 2022-2026 <i>and any Fair Work Commission approved replacement agreements.</i>
<b>Classification</b>	Allied Health Professional Grade 1 or Grade 2 depending on experience. Graduates are encouraged to apply.
<b>Remuneration</b>	Between \$74,016 and \$103,544 (pro-rata) per annum depending on experience, plus superannuation.
<b>Salary Packaging</b>	A range of salary packaging benefits are offered to part-time and full-time employees. Salary packaging results in a lower taxable income, meaning you pay less tax and increase your take home pay.  Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments); meal entertainment benefits up to \$2,650 per year; remote area housing; and novated leasing. More information is available on request.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Relocation assistance may be provided</li> <li>• Professional development support</li> <li>• Options to purchase additional annual leave</li> <li>• Access to our onsite gym (Lakes Entrance site)</li> <li>• Corporate memberships for the local council-run gyms</li> <li>• Employee Assistance Program</li> <li>• Flexible working arrangements by negotiation</li> </ul>
<b>Location</b>	Primarily based in Lakes Entrance but may be required to work at other GLCH sites. <i>Our work takes place on the traditional lands of the Gunaikurnai people of Gippsland.</i>
<b>Probationary Period</b>	A six-month probationary period will apply.

Gippsland Lakes Complete Health (GLCH) is a not-for-profit organisation that's been helping East Gippsland residents to live well for more than 40 years.

We're one of the region's most high-profile health and support service providers with more than 500 staff, 300 volunteers, and an annual budget in excess of \$50 million.



Our services are delivered through five locations in Lakes Entrance, Bairnsdale, Bruthen, Metung and Nowa Nowa, as well as via outreach to nearby and remote communities.

Our services fall into one of five departments, each of which boasts a strong multi-disciplinary approach. They are Home and Community Support Services; Clinical and Nursing Services; Support, Therapy, Education and Prevention; Family Youth and Children's Services; and Corporate Services.

GLCH is committed to inclusive practice, particularly for Aboriginal, LGBTQI+ and disability communities. We take a lead role in reconciliation, in social and service planning initiatives with local government and the primary care partnership, and in-service developments including chronic care, early year's development, and integrated health promotion.

We are a reputable, influential organisation that's committed to collaboration with other health providers for greater impact. We're passionate about ensuring we have the right people, capability and culture to deliver our promises, both now and in the future. We strive to invest in our staff skills and area of expertise by offering a substantial staff orientation program, access to professional development, health and wellbeing initiatives. More information about GLCH is available on our website [glch.org.au](http://glch.org.au).

## Unit Overview

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The STEP unit provides therapy and support for people of all ages, abilities, and conditions. The Allied Health team includes:

- Occupational therapy
- Physiotherapy
- Speech pathology
- Dietetics
- Podiatry
- Allied Health Assistants
- Personal Training
- Exercise physiology
- Art therapy
- Hand therapy
- Allied health paediatric services

A well-equipped health promotion team delivers prevention programs for specific populations, whilst opportunities for social support to create/sustain connections among community members through a range of social support groups. The Allied Health team deliver's evidence-based programs for specific populations and/or health conditions such as; rehabilitation, pulmonary rehabilitation, falls prevention, GL:AD, PD Warrior and more.

The unit also delivers early education and long day care at the GLCH Children's Centre in Lakes Entrance. This includes funded three and four-year-old kindergarten, as well as before and after school programs. The Children's Centre prides itself on offering unique programs that take advantage of the local surrounds such as Coastal Kinder and the Stephanie Alexander Kitchen Garden Program.

## **Position Summary**

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We currently have Occupational Therapist positions in Community, Paediatric or Rotation options. All positions are part of a team of occupational therapists and allied health assistants working in a well-equipped multidisciplinary practice. The current occupational therapy team is undergoing expansion due to the increasing demand for services in our regional area. The occupational therapy team delivers high quality evidence-based practice to the community in a range of speciality areas including but not limited to: home modifications, assistive technology, assessment and intervention, paediatrics, and hand therapy.

You will provide occupational therapy to clients in the community to maximise their independence and wellbeing. Services are delivered in both private and public models and are funded from a range of sources including Medicare, NDIS and case management.

There is opportunity to rotate across clinical areas and specialise in areas of interest, formal supervision and professional development structures are in place and there is access to experienced clinical supervisors. These structures will support the development of sound clinical skills, growth, and development in occupational therapy practice. Further professional development opportunities within the region and state are highly encouraged. You will be granted professional development leave as well as seminar and conference leave to support the ongoing improvement of your clinical skills. Financial support for professional development is available and applications to our Scholarship program is highly encouraged. you will have opportunity to be involved in quality improvement projects and being innovative within your role is highly encouraged.

This role can have flexible working arrangements, including the option to work from home where practicable and we strongly encourage a good work life balance. A complete IT package including mobile phone and laptop will be provided and maintained whilst working at GLCH along with access to fleet cars whilst travelling for work.

Full time and part time GLCH employees also have access to generous salary packaging benefits, that can lower the amount of income tax paid, thereby increasing your take home pay.

## **Position Responsibilities**

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- Deliver quality, evidence based occupational therapy practice models to specific clientele as part of a multi-disciplinary team. Services may be delivered to community or paediatric individuals and in group settings, and may be on site, schools, kindergartens or in client's homes depending on specific position requested.
- Participate and contribute to professional development to the Occupational Therapy team

- Advocate and actively seek supports for your clients through client funding pathways.
- Actively participate in case conferences/care planning meetings and external forums to ensure an integrated and effective service for the client and family.
- Provide supervision and support to Allied Health Assistants in line with the Supervision and Delegation Framework.
- Provide supervision to Grade 1 Therapists based on level of classification.
- Work independently when required, managing and coordinating your own case load.
- Maintain up to date client records and complete statistical data.
- Actively participate in team meetings and contribute to service improvement planning.
- Other duties as directed.

#### Other Responsibilities

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- **Quality and Risk Management:** Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with GLCH policies.
- **Professional Development & Education:** Actively participate in relevant continuing professional development as required. Participate in educational activities relevant to the role within GLCH.
- **Workplace Health and Safety:** Ensure a safe working environment is maintained to GLCH staff and clients.
- **Diversity:** Recognise, value and respect the diversity of our clients and staff and be inclusive to all members of our community.
- **Teamwork:** Work proactively with all members of the Complete Therapies team in supporting the Unit and its strategic aims.
- **Compliance:** Adhere to all GLCH policies, procedures and regulatory and legal requirements.

## Position Requirements

Police Check required Note: GLCH will not discriminate on irrelevant criminal history.	Yes, upon initial appointment, then every three (3) years
Working with Children Check required	Yes, and required to advise the Department of Justice within 21 days of commencing with GLCH. Renewal due every five years.
Medicare Registration provider number required	Registration with Medicare will be required for this position and GLCH will assist with this process upon commencement. Please note that any income generated under a provider number linked with GLCH employment will be assigned to GLCH.
Professional Registration required	Provision of Professional Registration Number required prior to finalisation of appointment and on renewal
NDIS Worker Screening Check	Yes - satisfactory check required prior to commencement. Visit <a href="http://www.vic.gov.au/ndis-worker-screening-check">www.vic.gov.au/ndis-worker-screening-check</a> for more information. Please note that you will be required to pay for the upfront cost of this check. GLCH will reimburse this cost when you have completed 6 months of employment.
Driver's Licence required	Yes - current Victorian driver's licence

## Key Selection Criteria

Qualifications and Experience		
1	Bachelor of Applied Science in Occupational Therapy and full registration with AHPRA.	M
2	Demonstrated experience of current occupational therapy practices and outcomes. Experience can be part of an undergraduate program.	M
Skills, Knowledge and Attributes		
3	Proven ability to liaise with a variety of internal and external service providers, professionals and clients.	M
4	Experience in group development and facilitation.	D
5	Ability to work independently and within a team.	M
6	Demonstrated skills in time and workload management.	M
7	Be a SWEP registered practitioner or be willing to undertake the required training.	M

M = Mandatory

D = Desirable

### Additional Information

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1. GLCH is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. GLCH is a child safe organisation and is committed to the safety, wellbeing, and inclusion of all children, in accordance with the Child Safe Standards
4. GLCH is committed to align our practice, policies and systems to the Multi Agency Risk Assessment Management (MARAM) framework and recognises Family Violence as a health issue.

### Relationship to Performance Development and Review Plan

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This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

### GLCH Values

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Our work is informed by our values which include:

#### **Courage**

- We are progressive and collaborative
- We are creative and resourceful
- We are not afraid to try new things for the benefit of our community

#### **Inclusion**

- We exist to support the health and wellbeing for everyone in our community
- We celebrate and value diversity
- We are ethical, honest, reliable and fair

#### **Compassion**

- We are caring and kind to people and the planet
- We work respectfully and with integrity
- We build trust through listening and understanding

We require all employees to perform in a way that is in line with these values.

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**Privacy Notice:** *Gippsland Lakes Complete Health respects your privacy. Any personal information collected during the recruitment process will be stored securely and only be used and shared for the purpose for which it was collected. Please contact the Human Resources Team if you require further information – [humanresources@glch.org.au](mailto:humanresources@glch.org.au)*