



Position Description

Occupational Therapist - School Readiness Funding Program

Award or EBA:	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2022-2026
Classification/Grade:	Grade 2 Occupational Therapist
Directorate:	Child Youth and Family
Reports to:	School Readiness Funding Team Leader
Direct Reports:	Nil

Our vision is ensuring the health and wellbeing of our community. Our [values](#) are:



Inclusion
We create an equal and more respectful world by making space and standing with people of all backgrounds.



Integrity
Our ethics, fairness and transparency drive actions and outcomes that we can all feel proud of.



Excellence
We believe in extraordinary service and we achieve it by going the extra mile to help others.



Innovation
We look to a better and brighter tomorrow to shape the potential today.



Collaboration
We work together to nurture the ideal conditions for our community to thrive.

About Us

Over the past three years, DPV Health has embarked on an exciting cultural transformation called the [DPV Health Way](#). This included a values refresh, with renewed focus on Our People, their contribution to our organisation and community and enforcing our commitment to excellent care, supporting every employee in leading a happy, balanced, fulfilling life; no matter who they are, where they are from _ or where they are going. Our workplace culture is committed to DPV Health values and celebrates workforce diversity reinforcing the positive approach we have to the way people contribute, communicate, engage and interact.

Our People deserve to feel empowered and supported as they pursue their professional goals, learn new skills, and achieve meaningful milestones in their work. At DPV Health, we foster an environment that promotes greater growth, innovation, and collaboration, so you can feel elevated every day.

We invest in Our People, proudly offering a diverse range of opportunities including knowledge sharing, ongoing learning and development, leadership development, connectedness, and celebration; these are key pillars in our culture.

About this role

This position contributes to the success of DPV Health by operating as an Allied Health Professional within the School Readiness Funding (SRF) team.

This position in the SRF program aims to build the capability of educators and families to support children enrolled in 3 and 4 year old kindergartens within *Hume and Whittlesea*.

You will work with kindergarten educators and families in kindergarten communities to build their capacity to support young children's learning in the key areas of communication (language development) wellbeing (social and emotional) and access and inclusion. You will enhance the professional and parenting practices of educators and families, using evidence-based practices from your allied health discipline, to benefit all children they work with or care for. Occupational Therapists will work in collaboration with educators and families to build their capability to create an environment for kindergarten aged children that promotes:

- social interaction and early literacy outcomes
- self-regulation and positive and pro-social behaviours
- social and emotional wellbeing.

Roles Key Accountabilities

Service Delivery

- Work collaboratively with kindergartens and Department of Education staff across *Hume and Whittlesea* areas to plan for how Kindergartens will utilise their allied health entitlement.
- Work collaboratively within a multidisciplinary team of allied health professionals.
- Build the capability of educators and families to support children through coaching, modelling, group training, case consultation, support and other discipline specific services.
- Provide allied health support to kindergartens and to families and communities.
- Travel to kindergartens within *Hume and Whittlesea* area.
- Provide some support remotely / via online platforms to educators and families.
- Provide some afterhours support on occasion.
- Provide telephone support for services statewide who do not receive allied health allocations.

Reporting, System and Analytics

- Help to develop, implement, and evaluate the effectiveness of paediatric allied health programs in partnership with other team members.
- Support business development opportunities in SRF
- Regularly participate in designated meetings
- Maintain timely and accurate statistical input into relevant customer management databases.
- Provide reports to the Team Leader/Manager as requested.
- Actively use and promote the use of DPV Health systems such as TRAK, CareLink, RiskMan, PROMPT, MyBookings, MEX, ELMO and others

Financials, Budgets, Target, Funding

- Achieve the annual SRF session targets
- Ensure SRF session notes are accurate and up to date.

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews.
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct.

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards.
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response.
- Actively monitor and improve the quality and safety of their care and services.
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

Clinical Expectations/Competencies

- Clinicians and Clinical Supervisors are expected to retain (or where appropriate be eligible for) appropriate registration or the equivalent relevant to their profession.
- Clinicians and Clinical Supervisors are expected to build and maintain effective relationships with clients to empower and support best practice client care.
- Clinicians and Clinical Supervisors are expected to provide and/or support the delivery of high-quality clinical care.
- Clinicians and Clinical Supervisors are expected to commit to continuous improvement and seeking/acting on client feedback.
- Clinicians and Clinical Supervisors are expected to keep abreast of recent evidence-based therapies and/or treatments/practices/guidelines/frameworks related to practice/support/supervision.
- Clinicians and Clinical Supervisors are expected to keep abreast of current research and identify relevant opportunities for innovation & research.
- Clinicians and Clinical Supervisors are expected to support and maintain all accreditation standards relevant to the discipline and services provided.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

DPV Health Requirements

- Current Victorian Drivers Licence
- NDIS Clearance Check (if applicable)
- Travel between sites is required.
- International Residency Stat Dec and International Police Check (if required)
- Valid Working with Children Check
- Satisfactory Police Check
- Vaccination Status as per category

Authority

The occupant of this position has authority as per the delegation manual.

Key Selection Criteria

Qualifications

- Tertiary qualification in Occupational Therapy (Bachelor or Masters coursework)
- Current Registration as an Occupational Therapist in Australia.
- Desirable: Completed relevant Hanen training (SPARK)

Experience & Skills

- Ability to work with educators and families.
- Demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes for a client
- Ability and interest to work within the Victorian Early Years Learning and Development Framework (VEYLDF). The VEYLDF can be found here: <https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veylДФframework.pdf>. Training on the VEYLDF will be provided to successful applicants.
- Ability to demonstrate reliable interpersonal skills and to form meaningful relationships with children with developmental disabilities and their families, staff, colleagues, and staff employed in community early childhood settings.
- Growing experience or understanding of School Readiness Program
- Growing knowledge of community support services
- Ability to work independently and seek opportunities to improve processes whilst adapting to a flexible and changing environment.
- Ability to use initiative to recognise and initiate action in relation to a variety of issues and challenges.
- Ability to uphold and respect confidentiality (integrity)
- Ability to manage time, resources, tasks and competing priorities.
- Well-developed clinical skills in Paediatric Psychology/ Occupational Therapy/ Speech Pathologist

Service Delivery

- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as noted in Kindergarten plan.
- Experience working as an allied health professional in a community setting (including work with CALD, ATSI and educationally disadvantaged)
- Experience conducting therapeutic and/or health education groups.
- Experience in planning, implementing, and evaluating innovative, evidence based, clinical services.

Communication and interpersonal approach

- High level of energy, initiative, sound judgement and a sense of urgency
- Excellent communication skills including an ability to work within an inter-professional framework and collegiate manner.
- Communicates with a diverse range of audiences in an informative, engaging and persuasive manner.
- Excellent written and verbal communication skills.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity.
- Communicates with a diverse range of audiences in an informative, engaging and persuasive manner.
- Utilises interpersonal skills and tools to establish constructive rapport with clients from a variety of cultures, religions and socio-economic circumstances.
- Communicating to a diverse range of audiences in an informative, engaging and persuasive manner
- Ability to present complex information in an easily understood and accessible format.

Client Focussed

- Ability to deliver results, meet and exceed your client expectations.
- Excellent at developing, establishing and sustaining interpersonal relationships.
- Ability to build robust and meaningful client relationships
- Contributes to a culture where client outcomes guide decision making
- Ability to breakdown and understand client needs/goals
- A clinical health professional background with substantial recent experience
- Ability to understand the client needs and deliver the required service.
- Demonstrated responsiveness to client needs and wants. (Internal and external)

Planning and Organisation

- Ability to write clear, concise, and informative reports.
- Excellent understanding and knowledge of the funding changes impacting the sector.
- Analyse and present complex information in an easily understood and accessible format.
- Demonstrated ability to participate in a performance driven environment.
- Ability to understand the client needs and delivery the required service considering costs and funding/revenue.

Industry

- Knowledge of the VEYLDF document
- Knowledge of community support services
- Knowledge of family centred and strengths-based practice principles
- of community support services
- Knowledge of Client Directed Care principles and frameworks.
- Ability to work independently and respond to a changing work environment.

Quality, process improvement and innovation

- Uses initiative in identifying continuous quality improvement opportunities.
- Knowing the most effective and efficient processes to get things done. Speaking up and making suggestions when things can be done better for the client.
- Capacity to make decisions, find solutions and escalate when required.
- Seek opportunities to improve processes adapting to a flexible and changing environment.
- Commitment to maintaining a high standard and quality of work and ethics.

Self-motivated

- Solution orientated and creative thinker
- Ability to work independently and meet agreed timelines

Extras depending on the role

- Computer competency and eagerness to continue learning
- Travel between sites may be required including outreach work within the DPV Health catchment.
- Desirable: relevant community language

Employee Acknowledgement

I, _____, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature _____ Date _____