

Position Description

At REDHS, our vision is to be a trusted leader in our local rural health care. **Growing Together – Our People, Our Culture, Our Future.** reflects our commitment to achieving this by fostering a workplace where people feel valued, respected and connected.

As a trusted service provider, our actions shape our culture and influence the experience of those we serve. This Position Description outlines the responsibilities and expectations of the role and its contribution to our mission and strategic objectives. At REDHS, how we achieve outcomes is as important as the outcomes themselves. All employees are required to comply with the REDHS values and demonstrate them consistently in their daily work to support our people, strengthen our culture and positively impact our community.

Position Title	Occupational Therapist
Position ID	
Department	Allied Health and Community Services
Award	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification	Occupational Therapist Grade 1 or Grade 2
Employment Type	Part Time / Full Time
Reports To	Allied Health Manager
Direct Reports	N/A
Date Document Approved	August 2026
Approved by	Director Allied Health & Community Services
Purpose of Position	The Occupational Therapist will be responsible for providing safe, appropriate and quality Occupational Therapy services for Rochester and Elmore District Health Service consumers. This role also involves providing support and guidance to Allied Health Assistants and students. The Occupational Therapist will perform duties relevant to their contracted classification as per the classification structure set out in the enterprise agreement. The Occupational Therapist will work to provide therapy support across the community, acute care & residential aged care settings. This includes adult and paediatric community clients funded through all funding sources available to the allied health team.

Key Accountabilities & Performance Indicators (Focus on 6–8 high-impact areas)

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Clinical Practice Excellence	Provides safe, evidence-based occupational therapy assessment, intervention, education and follow-up for inpatients, aged care residents and Community Care clients, achieving positive functional and participation outcomes
Person-Centred and Integrated Care	Actively contributes to multidisciplinary assessment, care planning and discharge processes; collaborates effectively with internal and external providers to ensure coordinated, person-centred care
Service Delivery and Program Implementation	In collaboration with Community Care and allied health colleagues, plan, implement and evaluate individual and group-based occupational therapy programs, including prevention and self-management initiatives.
Quality, Safety and Risk Management	Ensures clinical practice complies with evidence-based standards, clinical governance and risk management

	requirements; participates in quality improvement initiatives and service evaluation.
Professional Leadership and Development	Provides supervision and education for Allied Health Assistants; represents occupational therapy services at relevant forums; participates in continuing professional development and service growth initiatives. Support the supervision and education of occupational therapy and allied health students in accordance with professional and legislative standards
Documentation, Data and Professional Accountability	Maintains accurate, timely clinical documentation and service data; contributes to reporting, funding-related activities, meets KPIs as directed and undertakes other reasonable duties to support service delivery and sustainability.
Actively demonstrates and embeds the REDHS values in all actions, decisions and interactions, contributing to a safe, respectful, inclusive and high-performing culture aligned to Growing Together: Our People. Our Culture. Our Future.	• Consistently demonstrates behaviours aligned to REDHS values in daily practice. • Treats consumers, colleagues and community members with respect, fairness and professionalism. • Takes personal accountability for actions, follows through on commitments and raises concerns appropriately. • Contributes positively to team culture and psychological safety. • Participates in engagement, learning and improvement activities that strengthen service quality and sustainability. • Uses organisational resources responsibly and supports environmentally and financially sustainable practices.

Key Relationships

Internal Relationships
Allied Health Professionals – including physiotherapists, dietitians, social workers and podiatrist Nursing Staff – across acute, community and aged care settings to support integrated care and discharge planning Medical Staff – including GPs and hospital medical teams for clinical consultation and continuity of care Community Care Team Members - including nurses, allied health professionals, home care workers and care coordinators to support integrated, person-centred care. Allied Health Assistants – for delegated task supervision and support (Grade 2) Students and Clinical Educators – supporting student supervision and learning, where applicable Operational and Management Staff – including Allied Health Team Leader, Director Community Care and administrative staff to support service delivery and organisational objectives Quality, Safety and Health Promotion Teams – to support quality improvement, clinical governance, OHS and Health Promotion activities
External Relationships (Community, Industry etc)
Clients, Families and Carers – to deliver person-centred, goal-focused assessment, intervention and education Primary Care Providers – including General Practitioners and Primary Health Networks Community and Support Services – NGOs, disability services, counselling services and community programs

Aged Care Services – residential aged care facilities, Support at home providers and My Aged Care services

NDIS, CHSP, HACC-PYP and DVA Providers – to support access, reporting and coordinated service delivery

Hospitals and Health Services – to facilitate referrals, discharge planning and care transitions

Education and Training Providers – universities and registered training organisations for student placements

Professional Bodies and Networks – including Occupational Therapy Australia and allied health networks

Funding and Government Agencies – as required for reporting, program delivery and service development

Key Selection Criteria & Capabilities

Key Selection Criteria
Qualifications
Bachelor of Occupational Therapy or equivalent
Essential Registrations
Registration with the Australian Health Practitioners Registration Agency (APHRA)
Technical and Professional Capabilities
- Provide safe, evidence based and client centred care including assessment and intervention. - Current driver's licence - Current National Criminal History Check and Working with Children Check - Current Influenza Vaccinations (FluVax)
Personal & Leadership Capabilities
- Demonstrated experience in the provision of timely and appropriate occupational therapy services to inpatients, aged care residents, and community care clients - Current or willingness to gain Medicare registration as an occupational therapy service provider - Demonstrated highly developed organisational skills, including prioritisation, time-management skills and appropriate case-load management - Demonstrated effective interpersonal and communication skills both written and verbal - Demonstrated experience in working independently, and as part of a small multidisciplinary team

Growing Together – Our People. Our Culture, Our Future.

REDHS Values and Behaviours	
Our culture is shaped by the values and behaviours we demonstrate every day, and our commitment extends beyond our organisation into the community we serve. Employees are required to comply with the REDHS Values, as the way we behave in the workplace and the manner in which we undertake our roles is just as important as how we perform the tasks associated with them. We expect all employees to embrace the REDHS Values and demonstrate them consistently in their daily work, contributing positively to our people, strengthening our culture, and supporting our community.	
R	Reliability We are trustworthy and consistent in everything we do, ensuring safe, high-quality care for our patients, residents, and the community at all times.
E	Engagement We work collaboratively with colleagues, patients, and our community to address challenges, create opportunities, and bring about positive change in rural health and wellbeing.
D	Diversity We respect and embrace the unique needs, experiences, and perspectives of every individual, ensuring culturally safe and inclusive care for all.

H	Hospitality We welcome and treat everyone with warmth, empathy, and generosity, creating a positive and compassionate experience for patients, families, colleagues, and visitors.
S	Sustainability We deliver care responsibly today while making decisions and using resources that safeguard the health, wellbeing, and future of generations to come.

Employment Obligations

Employment Principles
REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure: • Employment decisions are based on merit and employees are treated fairly and reasonably • Employees have a reasonable avenue of redress against unfair or unreasonable treatment • Equal employment opportunity is provided • Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006
Professional Conduct and Organisational Compliance
Employees of REDHS must perform the inherent requirements of their role to a professional standard and comply with all REDHS policies, procedures, Codes of Conduct, values and lawful directions, as well as applicable legislation, industrial instruments and accreditation standards. All staff must demonstrate the REDHS Values, maintain confidentiality, access information only as required for legitimate work purposes, participate in the Performance Review and Development program, complete mandatory training and engage in relevant professional development.
Personal Centred Care
All staff are required to support the REDHS “This is Me” philosophy by treating all individuals with dignity and respect, supporting informed decision-making and providing care and service that recognises individual needs and rights.
Work Health Safety & Risk
All employees must take reasonable care for their own health and safety and that of others, follow safe work practices, use personal protective equipment as required, report hazards, incidents and risks in accordance with REDHS systems, participate in emergency preparedness activities and contribute to organisational risk management and continuous quality improvement.
Clinical Practise Requirements (Clinical roles)
Employees in clinical roles must maintain current registration and/or licensing, practise within their approved scope, complete required competencies, deliver safe person-centred care aligned with NSQHS and professional standards, and participate in clinical risk management and multidisciplinary collaboration.
Employment Conditions
Appointment and ongoing employment are subject to satisfactory pre-employment checks including Police Records Check, Working With Children Check (where applicable), NDIS Worker Screening Check for identified risk-assessed roles, and staff immunisation clearance in accordance with REDHS policy, as well as disclosure of any pre-existing condition that may affect the inherent requirements of the role.

Additional Requirements

Position Review
• This Position Description may be reviewed and amended at any time, with approval from the relevant Director and in consultation with the employee. • Appointment is subject to satisfactory Staff Immunisation clearance and required pre-employment checks, including a Police Records Check, Working With Children Check and, where applicable, an NDIS Worker Screening Check. • This document outlines the general duties and responsibilities of the role and is not exhaustive. • An initial performance review will occur within three months of commencement and annually thereafter. These discussions provide an opportunity to review responsibilities, clarify expectations and set objectives for the year ahead.

Acceptance of the Position

This Position Description:

- Is to be read in conjunction with the employee's Contract of Employment, applicable Enterprise Agreement, and REDHS policies, procedures and Codes of Conduct.
- May be amended from time to time in consultation with the employee.
- Reflects the general duties and responsibilities of the role and is not intended to be exhaustive.

By signing below, the employee acknowledges that they have read, understood and agree to comply with the requirements and responsibilities outlined in this Position Description and associated employment documentation.

Name

Date

Signature