

Position Description

Position Identification			
Position Title:	Occupational Therapist		
Direct Reports	nil	Indirect Reports:	
HRIS Position Number:	2282	Effective Date:	March 2025
Location:	Holstep Health sites and regional areas as needed		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Merri Health- Audiologists, Dietitians, Pharmacists, Psychologists, and Dentists Enterprise Agreement 2023 - 2027 <ul style="list-style-type: none"> Occupational Therapist, Grade 2 		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Children's Health	Unit:	School Readiness
Position Summary			
<p>The Occupational Therapist position provides services under the School Readiness Funding – Allied Health Program within Merri.</p> <p>As part of this multidisciplinary team, the Occupational Therapist will work with kindergarten educators and families to build their capacity to support young children’s learning. This position will involve flexible working arrangements with travel to kindergartens required on a regular basis.</p> <p>Holstep Health provides the School Readiness Funding – Allied Health Program from our Coburg, West Heidelberg, and regional offices.</p>			
Position Accountabilities			
Responsibilities	<ul style="list-style-type: none"> Purposefully engage kindergarten educators to identify and support the skill development of children in readiness for school. Effectively manage a caseload through organisation of appointments, handover of service for discipline specific support or joint delivery of sessions. Provide flexible support through onsite kindergarten visits utilising coaching and mentoring strategies, along with virtual delivery of professional development sessions. Undertake discipline specific tasks and work collaboratively with other disciplines within the team to provide high quality multi-disciplinary service. Build and maintain relationships with key stakeholders to maximise service coordination and cooperation. Provide excellent secondary consultation to kindergartens in the format of case conferencing across a range of platforms (email, phone, online, etc). Complete accurate, timely and professional record keeping and documentation. Including accurate session notes and evaluations, in addition to reporting activity completion (statistics), to support the teams meeting of service delivery targets. Undertake and/or support research and evaluation activities. (As required for learning innovations for best practice care). Actively participate in all forms of supervision (operational, professional and discipline specific), demonstrating strong reflective practice skills. Participate in continuous quality improvement activities. 		

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	<ul style="list-style-type: none"> Undertake discipline specific tasks such as provision of information in relation to sensory processing, social and play skills, and motor skill development, and work collaboratively with other disciplines within the team to provide high quality multi-disciplinary service.
<p>Other Duties</p>	<ul style="list-style-type: none"> Maintain and enhance professional knowledge and technical skills by keeping up to date with new development and relevant trends. Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. Practice complies with professional registration, national code for health care workers, and delegated scope of practice. Demonstrate a commitment to culturally safe and sensitive service provision Undertake any reasonable additional tasks as directed by Holstep Health.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. Additionally all employees have a duty of care to maintain their health and wellbeing when working within flexible working arrangements, between home office, kindergartens, and Merri offices. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes Sound upper limb joints, with the ability to withstand repetitive upper limb activity May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> Be proactive in risk identification, notification and management. Comply with Merri Health’s policies and procedures Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Holstep Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>
<p>Key Selection Criteria</p>	



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Essential	<ul style="list-style-type: none">• A graduate or post-graduate degree in Occupational Therapy with exposure to working in paediatrics.• A commitment to working in a capability building and coaching role with educators and families to promote skills and knowledge across areas of child development.• A demonstrated understanding of multi-disciplinary teamwork and implementation of evidence-based programs that support positive outcomes in early years.• Strong communication, networking, and interpersonal skills• Ability to work independently and unsupervised as the role requires, as well as demonstrated experience in teamwork.• Demonstrated understanding of child development in the early years and the impact of this on educational outcomes.
Desirable	<ul style="list-style-type: none">• Understanding of the Victorian Early Years Learning and Development Framework.• Experience working in paediatric or education settings.• Demonstrated experience working with a diverse community.
Checks, Licences and Registration	<ul style="list-style-type: none">• National Police check• Working with Children check• Current full or probationary Drivers Licence• Professional registration with AHPRA• Statutory Declaration• Immunisation Category B