Bendigo Community Health Services

PO Box 1121,
Bendigo Central
Victoria 3552

Reg. No. A0024004N
ACN: 136 467 715
ABN: 76 026 154 968

children's health & wellbeing local
Free support for children and their families

IN PARTNERSHIP WITH HEAD TO HEALTH kids

POSITION DESCRIPTION

Position Title:	Occupational Therapist - Loddon Children's Health and Wellbeing Local (LCHWL)
Award:	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026
Classification:	Dependent on qualifications
Site:	This position is primarily based at our Kangaroo Flat site, however may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	45.6 hours per fortnight - 0.6 FTE
Tenure:	Ongoing
Position description developed:	July 2026 (amended November 2026)
Responsible to:	Senior Leader – Loddon Children's Health & Wellbeing Local

ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

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VISION
Better health and wellbeing across generations.

PURPOSE
Supporting you and your family to live healthy lives.

VALUES

Lived and Living Experience: We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

Equity: We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

People: We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

Partnership: We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

Integrity: We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

TEAM ROLE

The Loddon Children's Health and Wellbeing Local (LCHWL) provides a range of health and wellbeing services to children up to 11 years of age who may be experiencing some challenges such as developmental, emotional, relational or behavioural concerns. Services are available to families across the Shires of Campaspe, Central Goldfields, Loddon, Macedon Ranges and Mt Alexander, and City of Greater Bendigo. The LCHWL is an innovative model co-designed with partners – paediatric service providers, and people with lived experience - to provide a regionally based system response that improves access across prevention, primary and tertiary care in the Loddon region. The service is particularly targeting those children who are not accessing support under other mechanisms such as NDIS.

Services provided through the LCHWL include paediatric health, mental health support, parenting support, specialist assessments, allied health, family services, care coordination and access to peer support from team members with a lived or living experience of caring for a child with developmental, emotional, relational or behavioural concerns.

The LCHWL has recently been established in response to the Royal Commission into Victoria's Mental Health System and led by Bendigo Community Health Services (BCHS) in partnership with Bendigo Health and regional partners Bendigo and District Aboriginal Cooperative, Njernda Aboriginal Corporation, Echuca Regional Health, Dhelkaya Health, Omnia Community Health and North Central LLEN.

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POSITION ROLE

This position is employed by BCHS and plays an integral role within the LCHWL team. This position provides an exciting opportunity for a suitably qualified and Occupational Therapist providing an opportunity for growth and innovation.

Working collaboratively as part of a multidisciplinary team, the position supports children with developmental, social, emotional and behavioural concerns, and their families

As part of the multidisciplinary team, the position also contributes to the development and continuous improvement of family-centred programs and services, ensuring they align with co-design principles and reflect the needs and experiences of children, young people and their families.

POSITION RESPONSIBILITIES
The responsibilities of the position are:

- Work independently and collaboratively providing assessment and short-term intervention for children experiencing developmental, emotional, relational, and behavioural challenges.
- Completing relevant formal and informal Allied Health assessments and contribute to formulation of diagnosis.
- Contributing to the development and delivery of education sessions and group programs including Parenting Programs.
- Travel within the Loddon Campaspe regions to deliver outreach services where required.
- Gather information and develop care plans to minimise families having to repeatedly tell their story.
- Support tailored and coordinated care with therapeutic coherence
- Advocate for service, based on identified needs
- Provide intervention/s for patients, including the provision of a range of evidence-based approaches such as brief interventions; single session therapy; and other strategies suitable for use with individuals experiencing mental health and wellbeing concerns.
- Undertake facilitated referrals, warm referrals or linkages to other services.
- Participate in internal case coordination and conferencing as a member of a multi-disciplinary team.
- Accurately record and document client and administrative information and collect and collate data within given timeframes.
- Contribute to Supervision of Occupational Therapy students
- Participate in continuous quality improvement activities;
- Participate in the development of policies, procedures and processes that impact on the service and on the achievement of relevant accreditation standards;
- Maintain and develop professional skills, in addition to monitoring new developments through continuing professional development.
- Participate in the monitoring and review of the demand for Local services to ensure services remain accessible and equitable;
- Other duties as directed as relevant to improvement of the role and the Model of Care

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KEY SELECTION CRITERIA

Essential

1. Tertiary qualifications in Occupational Therapy and current registration with AHPRA
2. Experience in working with children aged 0-11 years.
3. Demonstrated skills and experience in conducting assessments and developing care plans for children and families
4. Demonstrated understanding of the issues which impact vulnerable families in the catchment, including an understanding around trauma, child development and attachment.
5. Demonstrated skills and experience in assisting families where children are at risk and a sound understanding of the service system and referral pathways for families.
6. Passionate about advocating and working under a neurodiversity affirming framework.
7. Proven ability to manage a complex case load and provide demand management function (with support) as required.
8. Excellent interpersonal and communication skills and a high level of emotional intelligence
9. Ability to work collaboratively within a multidisciplinary team to facilitate a holistic approach to care.
10. Knowledge of family centred practice and family led planning.
11. Demonstrated understanding of diversity and inclusiveness.
12. Understanding of broad service health and wellbeing system providing a link for children and families.
13. A passion for working with children and families to increase health literacy and enhance health and wellbeing.
14. A current Working with Children Check, current Police Check and current driver's license.

Desirable

1. Knowledge of TRAK and Best Practice as reporting and Consumer Management System software.
2. Experience supporting families to navigate the NDIS

PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide high-quality service delivery to consumers and their families.

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- Show evidence of positive and productive team and individual management.
- Demonstrate the ability to develop quality partnerships with key internal and external consumers and stakeholders.
- Demonstrate positive outcomes for clients through appropriate coordination support and interventions.
- Demonstrate a client-centric service delivery approach which meets individual preferences, needs and diversity.
- Demonstrate a holistic and integrated service delivery approach for consumers.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

Communication and Teamwork:
High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

Self-Management:
Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:
Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:
Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

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DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

OTHER ESSENTIAL REQUIREMENTS

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.