



# Information Package

## Occupational Therapist – Focus on children and young people

Thank you for considering Veritas House as your next employer. We are a vibrant, independent, community-based not-for-profit organisation with a specific focus on supporting vulnerable children, young people and their families. Veritas currently delivers services in Permanency Support (formerly Out of Home Care), Youth Specialist Homelessness Services (SHS), Case Management Support Services (CMSS), Targeted Earlier Intervention (TEI), Homeless Youth Assistance Program (HYAP), Supported Independent Living (SIL), Interim Care and the Premier's Youth Initiative. The majority of our funding is provided by the Department of Communities and Justice.

This Information Package is designed to tell you more about the role, identify the selection criteria we will be using to select the right candidate, and explain the application process.

### Benefits of working with Veritas House

Veritas House is based in the Central West of NSW, with offices in Bathurst and Orange. As an organisation, we are committed to our values:

#### Relationships

We are all connected and the way we behave towards each other matters. Showing respect, being inclusive and communicating in a kind and honest way gives everyone the opportunity to feel valued. Strong relationships lead to mutual understanding and support.

#### Collaboration

We work together to solve problems and deliver solutions. We understand that bringing people together fosters empathy, builds trust and sparks creativity. Collaboration helps us achieve our goals and the goals of the children, young people and others we work with.

#### Compassion

With an open mind, we accept people without prejudice or judgement. Compassion opens our minds to others, regardless of our differences. Compassion allows us to work in a caring, well-informed way that respects the experiences and needs of the people we work with.

#### Authenticity

We are true to ourselves and stand up for what we believe, regardless of pressure from others. We don't try to be what we're not, and this transparency means others know where they stand with us. Our actions are genuine and without pretence.

If you work with us, you will enjoy:

- Up to \$15,900 tax free salary packaging per annum;
- Exposure to a range of client situations that will develop your skills & allow you to work to your strengths;
- Additional leave after 6 months employment
- Discounted health insurance and gym memberships
- Opportunity to purchase a car using novated leasing
- A strong, strengths-based culture that values what you do well and will work with you to grow;
- The opportunity to develop your career in an expanding service;
- The chance to make a contribution within the community you call home

If you believe you meet the selection criteria, find that our values resonate and are passionate about our mission of providing values based and child-centred care, advocacy and support in Central Western NSW, we'd like to hear from you.

## Position Advertisement

### Occupational Therapist

Veritas House is a vibrant not for profit community-based organisation with a specific focus on supporting vulnerable children, young people and their families in the Bathurst and Orange areas.

We are searching for an enthusiastic, flexible and highly motivated Occupational Therapist to join the Clinical and Consultation Services Team. This exciting new position is part of a growing multi-disciplinary team, working across the various programs of Veritas House to maximise positive outcomes for the children and young people who interact with our agency.

We are a growing service and are able to consider applications for either full-time or part-time team members, in either our Bathurst or Orange office locations.

Your tasks will depend on your qualifications, and include:

- Providing assessments and interventions with children and young people, and their families.
- Delivery of Occupation Therapy interventions with clients of Veritas House in accordance with your level of experience and training
- Working collaboratively with families and carers in responding to the needs of children and young people in a trauma informed and developmentally appropriate way
- Participation in the development and delivery of external fee-for-service work of Veritas House

### Why work with us

As an organisation we value collaboration, authenticity, compassion and relationships and together, we work towards achieving a world where every person feels safe, secure and valued. We do work we're proud of, but we offer more than just the chance to feel good:

- An attractive salary dependent on your qualifications and experience
- Flexible work hours (we will consider full-time and part-time hours)
- NFP salary packaging options up to \$15,900 per year plus meals and entertainment benefits
- Additional leave once your probationary period is complete
- Discounted gym memberships
- Working for a passionate, locally based community organisation
- Opportunity to develop your skills working within a trauma and developmentally informed team
- Individual and group supervision as well as other continuing professional development opportunities

### Selection Criteria

The ideal candidate will bring:

1. Experience and commitment to supporting children, young people and families, with a trauma informed approach.
2. Knowledge and skills in assessment and intervention relevant to children and young people with a history of developmental trauma

3. Tertiary qualification in Occupational Therapy and registration with the Australian Health Practitioner Regulation Agency (AHPRA).
4. Strong interpersonal, verbal and written communication skills.
5. Demonstrated ability to work independently within a multi-disciplinary team.
6. Current Drivers Licence

All employment at Veritas House is subject to a clear Working with Children Check and a satisfactory Police check. You must also have appropriate working rights to apply for this role.

**To apply:**

Send your resume, a cover letter explaining why you are interested in the position and a statement that outlines how you meet the essential requirements to: Seek or [employment@veritashouse.org.au](mailto:employment@veritashouse.org.au)  
Any questions about the role call also be addressed to this email address.

**Applicants will be contacted as they apply. This job will close after the position has been filled.**

*Aboriginal and Torres Strait Islander candidates and those with a CALD background are warmly encouraged to apply.*

*We hire on merit alone and welcome the true, authentic and diverse person you are.*

*We value a team as diverse as our community! Irrespective of your culture, ethnicity, race, gender identity, age, linguistic background, religion, disability or sexual orientation – we welcome the unique contributions that you can bring to the Veritas House team, and celebrate diversity in everything that makes you, YOU!*

---

## How to apply for this role

These guidelines will help you in submitting applications for vacancies with Veritas House.

The following may assist you in preparing your application:

- Carefully read through this Information Package.
- Conduct some initial research on the organisation by browsing the website and reading key resources. If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, the action you took, and a summary of the result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being

arranged.

## What you need to include in your application

Veritas House uses a streamlined approach to recruitment. **All applications require:**

1. A Cover Letter introducing yourself and outlining your interest in the position
2. Statement addressing each of the Selection Criteria (listed on the last page of this document). Each selection criteria should be identified with a heading, followed by a paragraph providing examples of how you have met the criteria.
3. Resume/Curriculum Vitae (CV) that should include:
  - a. contact details including telephone number and email address
  - b. education/qualifications
  - c. an employment history summary including (for each position):
    - i. the employer
    - ii. start and finish dates
    - iii. your position/title
    - iv. your responsibilities and achievements in the position
  - d. professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

## Submitting your application

Applications should be submitted via Seek or email to:

[employment@veritashouse.org.au](mailto:employment@veritashouse.org.au)

## Position Description

<b>Position Title:</b>	Occupational Therapist
<b>Reports to:</b> 	Clinical and Consultation Services Manager
<b>Program:</b>	Clinical and Consultation Services
<b>Location:</b>	Bathurst and/or Orange
<b>Relevant Award:</b>	Health Professionals and Support Services Award
<b>Classification:</b>	Dependent on experience and qualifications

### Requirements:

- Current driver's licence
- NSW Working with Children Check clearance and satisfactory Criminal Record Check
- Tertiary qualifications in Occupational Therapy, and hold current registration with AHPRA

### Veritas House Vision

Our Vision is to contribute to the creation of a socially just and caring community in which every person is safe, secure and valued.

### Veritas House Values

Our core operating values influence the culture and public image of Veritas. They articulate ideals that we aspire to hold ourselves accountable for and offers guidance about how we behave in carrying out our mission.



#### Relationships

We are all connected and the way we behave towards each other matters. Showing respect, being inclusive and communicating in a kind and honest way gives everyone the opportunity to feel valued. Strong relationships lead to mutual understanding and support.



#### Collaboration

We work together to solve problems and deliver solutions. We understand that bringing people together fosters empathy, builds trust and sparks creativity. Collaboration helps us achieve our goals and the goals of the children, young people and others we work with.



#### Compassion

With an open mind, we accept people without prejudice or judgement. Compassion opens our minds to others, regardless of our differences. Compassion allows us to work in a caring, well-informed way that respects the experiences and needs of the people we work with.



#### Authenticity

We are true to ourselves and stand up for what we believe, regardless of pressure from others. We don't try to be what we're not, and this transparency means others know where they stand with us. Our actions are genuine and without pretense.

### Primary Objective of Veritas House Clinical and Consultation Services

Clinical and Consultation services (CCS) team provide supports to the various programs of Veritas House. These are a combination of assessment, therapeutic intervention, behaviour support and consultation/advice services which help meet the needs of children, young people, families and carers of Veritas House.

Additionally, CCS provide services external to the organization, with a focus on supporting the needs of children, young people and families in our local community.

### **Primary Objective of the Position**

The Occupational Therapist will be responsible for efficient, trauma-informed, evidence-based clinical service delivery to a caseload of clients. The Occupational Therapist will work as part of a team and be required to work autonomously and at a self-directed pace in order to achieve clinical targets. These services will be consistent with the employee's skills and experience. The role will liaise with relevant external stakeholders as required to help support partnerships and collaboration for the benefit of children, young people, carers and families supported by Veritas House. This position will contribute to the ongoing training, development and support of other staff in Veritas House through facilitating professional supervision and training as appropriate.

### **Your Level of Decision Making and Authority**

You are expected to:

- Act within policy and procedure
- Make decisions in relation to assessing clients and determining and providing intervention services. The role has a high degree of autonomy with clinicians managing their own caseloads and assessments, including making specific recommendations for each case on the basis of their understanding and interactions with children, young people, carers and families supported by Veritas House
- Maintain or work towards recognition as an Accredited Mental Health Social Worker

Decisions that are made by you after consultation with your Manager:

- Recommendations on change of placement if sought by caseworkers
- Use of significant or unusual restricted practice strategies, including physical restraint.

Decisions that are referred to your Team Leader/Manager:

- All issues that require a sign off / approval from the Executive Manager or CEO;
- Issues outside of policy guidelines
- Complaints from children or young people
- Requests for new business from funding bodies
- Complaints from funding bodies

### **Position-Specific Roles and Responsibilities**

- Complete assessments of children, young people, carers and families of Veritas House using various assessment formats.
- Provide treatment recommendations using trauma informed and evidence-based interventions.
- Deliver evidence-based therapeutic interventions which best meet the needs of the individual and family context.
- Enable young people and their families to participate in the activities of everyday life.
- Complete required reports and documentation in a timely manner.
- Support development and delivery of training to various stakeholders associated with Veritas House, including carers, families and staff.
- Facilitate professional supervision consistent with the professional supervision policy and procedure of Veritas House, and in accordance with your professional qualifications and experience.
- Support the broader sector by effectively communicating, collaborating with and supporting the work of DCJ and other FSPs when appropriate.
- Maintain documentation in accordance with professional standards and the policies and procedures of Veritas House.
- Support the ongoing growth and development of external fee-for-service work of Veritas House, which

helps meet the needs of children, young people and families in the communities in which we live.

### **Other Duties and Responsibilities:**

#### **Team Participation & Work Management**

- Contribute to the ongoing development of a diverse, inclusive, dynamic, creative and cohesive team;
- Contribute to the development of solid, equitable and honest relationships that support a strong team approach and to maintain a strong work ethic in personal efficiency and effectiveness at all times;
- Use supervision, professional development, team meetings and Veritas House performance accountability processes to enhance outcomes for children and young people.

#### **Cultural Sensitivity and Appropriateness**

- Demonstrate cultural awareness and appropriateness in all interactions with colleagues, clients, providers and others interacting with the service.

#### **Accountability**

- Accept line supervision from your Team Leader/Manager;
- Maintain work records and statistical data as required;
- Work within and abide by all policies, practices and guidelines of Veritas House;
- Attend team meetings as requested;
- Have a clear understanding of confidentiality and privacy issues pertinent to service users, staff and the Agency;
- Recognise and monitor job stress and personal needs as a worker and take active responsibility for your own wellbeing in the workplace.

#### **Work within a Legal & Ethical Framework**

- All work must be carried out in accordance with Veritas House policies, procedures, aims and objectives, relevant funding agreement guidelines and legislation
- Maintain and ensure strict confidentiality.
- At all times demonstrate commitment to the Staff Code of Conduct.
- Comply with all relevant legislation.

#### **Work Health and Safety**

- Participate in WHS consultation and training as required;
- Actively promote safe work practices in the workplace;
- Adhere to Veritas House WHS policies and procedures;
- Report to your Team Leader/Manager and the WHS Officer any near misses via WHS Hazard Reports, or illnesses and accidents via WHS Incident Reports;

#### **Other Organisational Requirements**

- Contribute to the promotion of the organisation by networking with interagency partners and key stakeholders;
- Ensure that your behaviour and practices support and reflect the Veritas House values and promote the organisation's mission;
- Demonstrate a willingness to work reasonable extra hours as required for the benefit of the children, young people and the organisation;
- Ensure the effective maintenance and repair of all property, vehicles and equipment to an appropriate standard;
- Act as a role model of professional behaviour inside and outside the workplace and in the community, wherever you can be identified as a worker of Veritas House.

## Essential Criteria

1. Experience and commitment to supporting children, young people and families, within a trauma informed approach.
2. Knowledge and skills in assessment and intervention relevant to children and young people with a history of developmental trauma
3. Tertiary qualification in Occupational Therapy and current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
4. Strong interpersonal, verbal and written communication skills.
5. Demonstrated ability to work independently within a multi-disciplinary team.
6. Current Drivers License