



## Employee Position Description

Position Details		
<b>Position Title:</b> Occupational Therapist	<b>Department:</b> Allied Health	<b>Agreement:</b> Victorian Stand-Alone Community Health Services (Allied Health Professionals) Multiple Enterprise Agreement 2022-2026
<b>Reports To:</b> Allied Health Manager	<b>Location:</b> Predominately based at Hawthorn, Richmond, or Doncaster with ability to work from all sites	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Permanent Full Time / Part time (0.6-1.0 FTE)	<b>Classification:</b> Grade 2
Position Primary Purpose		
<p>The Occupational Therapist (Grade 2) will provide client centred occupational therapy services to adult clients as part of a multi-disciplinary allied health team.</p> <p>The position aims to provide evidence based, high quality, safe, client centred care that meets current professional evidence-based standards. Working within a multi-disciplinary model, the Occupational Therapist (Grade 2) will work closely with other allied health disciplines and other teams within Access Health and Community, such as Service Connection, as well as external stakeholders.</p> <p>Clients referred to the Occupational Therapy Service are seen under a variety of funding streams, including but not limited to: Community Health, Commonwealth Home Support Program (CHSP), Home and Community Care (HACC), Home Care Package/Support at Home, National Disability Insurance Scheme (NDIS), Private Fee for Service, as well as other funding and future grant opportunities.</p> <p>This position will have a clinical caseload and provide Occupational Therapy services to a range of clients 18 years and over with a range of physical, cognitive, social or emotional issues to maximise their capacity to participate in a range of activities of daily living. Service delivery will predominantly occur in the home or community, with centre or group-based interventions, and telehealth being utilised as required. The position encompasses promotion of health and wellbeing across the spectrum from prevention, early intervention through to a range of services for various conditions.</p>		

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Decision Making Authority	Key Relationships
<b>Decisions made independent of Manager</b> In accordance with the organisation's Delegation of Authority <ul style="list-style-type: none"> <li>Decisions relating to clinical service delivery, unless significant risk to the Client or staff is identified where clinician is not familiar with standard practice or management of this risk</li> </ul>	<b>Internal</b> <ul style="list-style-type: none"> <li>Allied Health Multidiscipline team</li> <li>Occupational Therapists and Allied Health Assistants</li> <li>Senior Clinician/s Occupational Therapy</li> <li>Allied Health Manager</li> <li>Senior Manager Allied Health</li> <li>Service Connection &amp; Customer Service Teams</li> <li>Colleagues in Mental Health, Child &amp; Family, Dental, Medical and Community services</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>Referrers – e.g. Case Managers, Hospitals, GPs, MAC</li> <li>SWEP and GEAT</li> <li>Tertiary Institutions</li> <li>NDIS Stakeholders including Support Coordinators, Care Managers</li> <li>Aged Care Stakeholders including Assessors, Care Managers</li> </ul>

Key Accountabilities	
Focus Areas	Responsibilities
<b>Provision of Clinical Services</b>	<ul style="list-style-type: none"> <li>Work within professional scope of practice and service capability to provide timely, evidenced-based and acceptable clinical care to clients of the Occupational Therapy service</li> <li>Optimise client's physical and mental health and social wellbeing through promotion of multi-disciplinary care and linkage to relevant community services and programs</li> <li>Engage with clients and carers to support self-management and goal directed care planning</li> <li>Delegate appropriate clinical and administrative tasks to allied health assistants</li> <li>Maintain privacy, confidentiality and compliance with electronic health record documentation and administrative requirements of funding streams, and relevant Access Health &amp; Community policies and procedures</li> <li>Ensure all data recording and reporting is completed in a timely and accurate manner.</li> <li>Meet key performance indicators as mutually agreed with manager and in line with Access Health &amp; Community strategic plan</li> <li>Comply with infection prevention and control standards in accordance with Access Health &amp; Community's Infection Control policy and procedures</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate commitment to continuous professional development (CPD) relevant to work at Access Health &amp; Community, and maintain registration with AHPRA</li> <li>▪ Proactively identify own educational and learning needs, seeks information from a wide range of sources and support evidence-based service delivery.</li> </ul>
<b>Clinical Supervision and Workplan Review</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in Clinical Supervision and Clinical Support Framework at AccessHC</li> <li>▪ Develop and maintain Scope of Practice and Competency requirements relevant to the role</li> <li>▪ Actively participate in annual work plan and KPI review</li> </ul>
<b>Contribution to Allied Health Multi-Disciplinary Team and Occupational Therapy Teams</b>	<ul style="list-style-type: none"> <li>▪ Develop effective collaboration with both the multidisciplinary team and Occupational Therapy teams to enhance clinical outcomes of clients</li> <li>▪ Contribute to meetings, case conference and secondary consults with colleagues as part of multi-disciplinary care</li> <li>▪ Contribute to continuous quality improvement relevant to Allied Health MDT and Occupational Therapy service</li> </ul>
<b>Student Supervision</b>	<ul style="list-style-type: none"> <li>▪ Contribute to the delivery of practical placements and supervision of Occupational Therapy students</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>▪ Act in accordance with AccessHC's policies, procedures and code of conduct</li> <li>▪ Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>▪ Act in accordance with health and safety policies and procedures at all times</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Respect, Innovation and Quality</b></li> </ul>

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Selection Criteria	
<p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check</li> <li>• International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>)</li> <li>• Working With Children Check</li> <li>• NDIS Worker Screening Check</li> <li>• Professional Registration (<i>AHPRA</i>)</li> <li>• Driver's Licence</li> <li>• First Aid &amp; CPR</li> <li>• COVID Vaccination</li> </ul> <p><b>Key selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification/s in Occupational Therapy and AHPRA registration (SWEP /GEAT desirable)</li> <li>• Minimum of 2 years' work experience in an Occupational Therapy role within a Community Health, Hospital or private practice environment</li> <li>• Demonstrated experience in the provision of occupational therapy services within a community-based area of practice such as progressive neurological or disability diagnosis, chronic disease or age-related condition</li> <li>• Demonstrated ability to work independently as an Occupational Therapist and collaboratively within a multi-disciplinary service</li> <li>• Demonstrated experience in the prescription of both basic and complex equipment and home modifications</li> </ul>	<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to function as part of a multi-disciplinary team</li> <li>• Strong communication and interpersonal skills</li> <li>• Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>• Experience in supervising grade 1 OTs, allied health assistants, volunteers and/or students</li> <li>• Understanding of contemporary health landscape and funding models relevant to community health and fee for service activity</li> <li>• Commitment to continuous quality improvement and health promotion principles</li> <li>• Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint)</li> <li>• Effective time management and prioritisation skills</li> <li>• Well-developed presentation and report writing skills</li> <li>• High level of accuracy and attention to detail</li> <li>• Strong analytical and problem-solving skills</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>
<p>Access Health and Community (AccessHC) is a child safe organisation that values inclusivity and diversity, encouraging applications from people with disabilities, those with lived experience of mental health or AOD challenges, and individuals of diverse genders and sexualities. In line with our intent for inclusion and equality, we strongly encourage applicants from Indigenous Australians. AccessHC's commitment to our Reflect Reconciliation Action Plan seeks to understand and acknowledge histories and support cultural expression in the workplace. We are a vaccine-positive organization. Successful applicants will undergo a Working with Children Check, Police Check, and possibly an International Check.</p>	
<b>Authorisations</b>	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b>    /    /</p>

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