

Employee Position Description

Position Details		
Position Title: Occupational Therapist	Department: Allied Health	Agreement: Agreement: Victorian Stand-Alone Community Health Services (Allied Health Professionals) Multiple Enterprise Agreement 2022-2026
Reports To: Allied Health Manager, Yarra & Boroondara	Location: Predominantly based at Hawthorn and Richmond, with ability to work from all sites	
Direct Reports: Nil	Employment Status: Full time Max Sept 2026	Classification: Grade 1 Year 3 as per EBA above
Position Primary Purpose		
The Occupational Therapist will provide client centred occupational therapy services to adult clients as part of a multi-disciplinary allied health team. This position reports to the Allied Health Manager, and will receive supervisory support from the Senior Clinician, OT and/or Grade 2 Occupational Therapists. 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 will work closely with their Clinical Supervisor, Occupational Therapy colleagues and other allied health disciplines and teams within Access Health and Community, such as Service Connection, and as external stakeholders. 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. 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.		
Decision Making Authority		Key Relationships
Decisions made independent of Manager Decisions relating to clinical service delivery, unless significant risk to Client or staff is identified where clinician is not familiar with standard practice or management of this risk		Internal - Allied Health Multidisciplinary Team - Occupational Therapy and Allied Health Assistant Teams - Senior Clinician Occupational Therapy

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 6/8/2025	Author: Allied Health Manager Yarra & Boroondara	Approved By:	Page 1 of 4
---------------	------------------------	--	--------------	-------------

	• Allied Health Manager • Senior Manager Allied Health • Service Connection and Customer Service Teams External • Referrers – e.g. Case Managers, Hospitals, GPs, MAC • SWEP and GEAT • NDIS Stakeholders including Support Coordinators, Care Managers • Aged Care Stakeholders including Assessors, Care Managers
--	---

Key Accountabilities	
Focus Areas	Responsibilities
Provision of clinical services	• 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 • Optimise client's physical health and social wellbeing through promotion of multi-disciplinary care and linkage to relevant community services and programs • Engage with clients and carers to support self-management and goal directed care planning • Delegate appropriate clinical and administrative tasks to allied health assistants • Maintain privacy, confidentiality and compliance with electronic health record documentation and administrative requirements of funding streams, and relevant Access Health & Community policies and procedures • Ensure all data recording and reporting is completed in a timely and accurate manner. • Meet key performance indicators as mutually agreed with manager and in line with Access Health & Community strategic plan • Comply with infection prevention and control standards in accordance with Access Health & Community's Infection Control policy and procedures
Professional development and supervision	• Demonstrate commitment to continuous professional development (CPD) relevant to work at Access Health & Community, and maintain registration with AHPRA • Proactively identify own educational and learning needs, seeks information from a wide range of sources and support evidence-based service delivery.
Clinical Supervision and Workplan Review	• Actively participate in Clinical Supervision and Clinical Support Framework at AccessHC • Develop and maintain Scope of Practice and Competency requirements relevant to the role • Actively participate in annual work plan and KPI review
Contribution to Allied Health Multi-Disciplinary Team and Occupational Therapy Teams	• Develop effective collaboration with both the multidisciplinary team and Occupational Therapy teams to enhance clinical outcomes of clients • Contribute to meetings and case conference with colleagues as part of multi-disciplinary care • Contribute to continuous quality improvement relevant to Allied Health MDT and Occupational Therapy service
AccessHC Values	• Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity,
<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>	
Version No: 1	Last Updated: 6/8/2025 Author: Allied Health Manager Yarra & Boroondara Approved By: Page 2 of 4

Key Accountabilities	
Focus Areas	Responsibilities
	<i>Accountability, Innovation and Excellence.</i>
Governance and Compliance	- Act in accordance with AccessHC's policies, procedures and code of conduct. - Maintain current and professional credentials in accordance with relevant legislation and industry - Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	- Act in accordance with health and safety policies and procedures at all times. - All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. - Works collaboratively within and outside the team

Selection Criteria	
Mandatory selection criteria items - Police Check - International Police Check (if applicable) - Working With Children Check - Professional Registration (AHPRA) - NDIS Worker Screening Check - Driver's Licence - First Aid & CPR - COVID Vaccination Key Selection Criteria Items - Bachelor of Occupational Therapy or relevant other - Minimum 1 year experience in community health, disability, hospital or private practice - GEAT & SWEP registered (or eligible to apply) - Proficiency in Microsoft Office and relevant software applications	Attributes - Demonstrated ability to function as part of a multi-disciplinary team - Demonstrated clinical skills in the delivery of Occupational Therapy services within a community-based area of practice such as progressive neurological or disability diagnosis, chronic disease or age-related conditions. - Developing knowledge of My Aged Care and fee for service model of care including NDIS and Home Care Packages. - Basic understanding of SWEP processes - Basic level of skill and understanding in prescribing assistive technology and minor home modifications - Strong communication and interpersonal skills - Strong presentation and report writing skills - Effective time management and prioritisation skills - Demonstrated ability to communicate and work with people from a diverse range of social, cultural and ethnic backgrounds - Bilingual language skills are highly valued - Commitment to continuous quality improvement and health promotion principles - Demonstrated behaviours consistent with AccessHC values
<i>AccessHC is a Child Safe Organisation.</i> <i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i>	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 6/8/2025	Author: Allied Health Manager Yarra & Boroondara	Approved By:	Page 3 of 4
----------------------	------------------------	--	--------------	-------------

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /