

POSITION DESCRIPTION

Position Title:	Occupational Therapist
Business Unit/Department:	Community Adult Health Programs
Division:	Integrated Community Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Health Sector) (Single Interest Employer) Enterprise Agreement 2021-2026
Classification:	Grade 2 – Year 1 to Year 4 (VF6 to VF9)
Reports To:	Manager - Community Adult Health Programs
Direct Reports:	N/A
Date Prepared/Updated:	7 January 2026

Position Purpose

Occupational Therapists are pivotal in supporting clients to remain independent and safe in their home environment. The role at Western Health Bacchus Marsh and Melton works in the community and provides some cover to the rural hospital located in Bacchus Marsh. The role will be required to complete thorough assessments and interventions and will support other multidisciplinary group based programs. The role will also be required to work as part of the wider health team (including exercise physiologists, speech pathologists, physiotherapists, dietitians, diabetes nurse educators and allied health assistants) to provide a coordinated approach to client care.

Business Unit Overview

The Operations Directorate is one of the largest and most complex directorates within Western Health providing Western Health's patient care and contacts. These services range from outpatients to inpatients, theatres to Intensive Care, birthing rooms and Emergency Departments and many more services.

Integrated Community Health Service Directorate

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence based care to those residing in the City of Melton and Moorabool Shire across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships and support services across Bacchus Marsh, Melton and Caroline Springs campuses.

The Integrated Community Health Services Directorate has a strong focus on multidisciplinary care with services being provided in both an individual format and group based interventions. Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety). Within community services there are multiple different funding programs to support a patient's and client's journey and build their independence in the community.

Our Vision

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Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Perpetrator Men's Family Violence
- Aboriginal Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports
- Support at Home Programs
- Dental Services

Division of Allied Health

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care. Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including:

- Audiology
- Clinical Psychology and Neuropsychology
- Exercise Physiology
- Language Services
- Nutrition and Dietetics
- Occupational Therapy
- Pastoral Services
- Physiotherapy
- Podiatry
- Social Work
- Speech Pathology

Key Responsibilities

- Provide assessment, intervention, and referral for all service eligible clients referred in accordance with local and professional guidelines, protocols and procedures.
- Assess the need for home modifications and assistive technology with provision of these through appropriate sources, including appropriate funding schemes.
- Work in partnership with other members of the multidisciplinary team and external agencies in supporting client goals
- Ensuring clients are actively involved in making decisions about their life, what services they receive and the goals they wish to achieve.
- Working collaboratively with clients focusing on promoting capacity building and restorative care.
- Conduct client assessment, intervention and discharge planning according to best practice methods and established departmental policies and protocols, to achieve optimal client care.
- Maintain accurate records of assessment and treatment provided in the client medical file, and in accordance with occupational therapy policies, procedures and legal requirements.
- Involvement and taking a lead in Quality Improvement activities
- Assist in the development and provision of health education programs and health promotion resources for groups, clients and workers within the Western Health catchment.
- Maintain close professional working relationships and communication channels with other health professionals and support personnel.
- Provide current information concerning occupational therapy to clients, client's families, the broader community and health professionals.
- Actively participate in the Western Health structured supervision and coaching program, including the provision of formal and informal supervision to Grade 1 occupational therapists and undergraduate occupational therapy students.

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- Provide supervision and clinical guidance to the Occupational Therapy Allied Health Assistants.
- Maintain professional standards in accordance with Australian Occupational Therapy Competency Standards and Australian Health Practitioner Regulation Agency.
- Develop and maintain ongoing currency with professional ethics, national and state issues relating to service delivery in Occupational Therapy and issues relating to HACC-PYP and CHSP
- Adhere to infection control procedures and practices standard precautions.
- Accept delegation, secondment and deployment appropriate to skill level.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Manager Community Adult Health Programs
- Manager Occupational Therapy
- Grade 3 Occupational Therapist
- Occupational Therapists
- Allied Health Assistants
- Other Allied Health and Nursing teams

External:

- Patients, carers and other support people
- Relevant community stakeholders

Selection Criteria

Essential:

- Tertiary qualifications in Occupational Therapy
- Current unrestricted AHPRA registration
- Current driver's license
- Demonstrated experience across a range of health settings and with a broad range of client groups, in particular the frail aged, and clients with a disability.
- Demonstrated respect for and understanding of the client's (and/or the client's family/carer) right to informed choice, independence and determination of services required and delivered
- Demonstrated excellent communication (both verbal and written) and negotiation skills
- Demonstrated time management skills
- Ability to develop and maintain effective working relationships with external service providers
- Ability to apply, without exception, principles of confidentiality, privacy and maintain confident communication

Desirable:

- Demonstrated experience completing complex assessments and prescribing high level assistive technology and home modifications.
- Demonstrated high level report writing skills, particularly in relation to funding applications and NDIS.
- Experience with student and staff supervision
- Current SWEPP prescriber status.
- Knowledge and experience with the HACC-PYP, CHSP and fee for service delivery requirements.

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an NDIS worker screen clearance (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment

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- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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