

POSITION DESCRIPTION

Position Title:	Occupational Therapist
Business Unit/Department:	Occupational Therapy
Division:	Allied Health
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 – Year 1 to Year 4 (VF6 to VF9)
Reports To:	Senior Clinician Occupational Therapist for delegated area and then to Occupational Therapy Manager
Direct Reports:	Grade 1 and Allied Health Assistant staff as delegated
Date Prepared/Updated:	18 December 2025

Position Purpose

The Grade 2 Occupational Therapist will have a key role in providing and ensuring best-practice person centred, occupation focussed patient care, effective communication, participation in the organisation and development of staff, (including teaching and supervision), and the OT/Allied Health/service area program.

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.

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

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- Speech Pathology

Key Responsibilities

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected scope of the role and standards of performance in the role as described by the relevant professional bodies/industry standards
- Maintain registration (as required) and report any changes or limitations on practice if applicable
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- Deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Demonstrate independent clinical reasoning and clinical competencies, including expertise in use of relevant assessment tools, treatment methods, and case management skills
- Demonstrate developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Perform evidence based clinical services using a person centred approach in the development of an appropriate treatment plan
- Assist with development and evaluation of procedures and guidelines
- Participate in planning for clinical services for the team
- Identify solutions to problems within the service and seek advice for complex matters
- Participate and represent the service (in consultation with senior staff) at relevant committees, working groups and meetings as requested.
- Provide information and education about the service and professional role within the service
- Attend and participate at relevant team/service meetings
- Where designated, provide high quality clinical supervision to junior staff and students that is timely, flexible and responsible
- Conduct or contribute to feedback to staff on their performance including performance development planning where relevant
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Participate in research/evaluation and ongoing service review
- Ensure that workload statistics, and other required information is entered in a timely and accurate manner
- Perform other duties as directed
- Demonstrate effective negotiation skills and conflict resolution when dealing with difficult situations
- Contribute to a culture that promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- Demonstrate open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Demonstrate knowledge of resources relevant to work area and act as a resource person for other team members
- Actively participate in regular supervision, demonstrating ongoing development of clinical skills and reflective practice as identified in supervision plan
- Demonstrate flexibility/responsiveness within professional practice/duties/roles and assumes extra responsibility as required to meet organisational priorities

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.

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Key Working Relationships

Internal:

- Manager of the service
- Other members of the service/team

External:

- Clients and their family/carers
- Key community organisations

Selection Criteria

Essential:

- Appropriate recognised tertiary qualification and registration if relevant with the appropriate body
- Experience in the area relevant to the position
- Highly developed interpersonal, written and electronic communication skills
- Computer literacy

Desirable:

- A current Victorian driver's licence
- Post graduate qualifications or progression towards
- Membership of Occupational Therapy Australia

Desirable Personal Attributes:

- Self-motivated
- Compassionate and empathetic approach
- Ability to influence others
- Open to new ideas
- Timely informed decision making
- People orientated
- Confidence in own ability
- Builds rapport
- Adaptable, flexible and persistent as required
- Takes direction
- Resilience
- Positive outlook

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 Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- 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

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- 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 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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