

## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist
<b>Business Unit/Department:</b>	Melton Local Mental Health & Wellbeing Service
<b>Division:</b>	Mental Health & Wellbeing Services
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement
<b>Classification:</b>	Grade 3 – Year 1 to Year 4 (YB24 to YB27)
<b>Reports To:</b>	Melton Community Manager MIND Service Manager
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	23 February 2026

### Position Purpose

This role is a Grade 3 Occupational Therapy position in the Melton Local Mental Health and Wellbeing Service.

The Adult and Older Adult Mental Health and Wellbeing services, otherwise known as “Locals”, are a key recommendation from Victoria’s Royal Commission into the mental health service system. As such, the Locals are a key feature of the current system transformation.

The Locals will act as a front door to the mental health service system utilising a no wrong door approach. The Locals will provide a continuum of care and support including clinical interventions, wellbeing supports, and therapeutic support through an integrated mental health and alcohol and other drug framework approach.

Mind Australia is the lead agency in a consortium which comprises of IPC Health, Western Health and Thorne Harbour Health, who will deliver the Melton Local. Our shared vision is a Melton Local that delivers integrated care and support that puts the person accessing the service at the very centre of their treatment, support and care coordination using a range of evidence informed approaches. The consortium is committed to embedding lived and living experience within all aspects of the service including program design and evaluation, leadership, service delivery and governance.

The Grade 3 Occupational Therapist will work alongside a multidisciplinary team within the newly formed Local mental Health and Wellbeing Service and be expected to:

- Competently contribute to service development as the Local expands and works to meet community demand.
- Provide comprehensive and flexible therapeutic support services to people including an advanced level of assessment, intervention, treatment planning and evaluation, education and research in accordance with professional, ethical and National Standards utilising clinical experience.
- Work collaboratively with the multidisciplinary interprofessional team and other relevant stakeholders to promote and facilitate access to primary mental health care services including the

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provision of support to assist staff to recognise and respond to mental health conditions and provide effective clinical management.

- Provide clinical advice and consultation to a variety of stakeholders internal and external to Western Health and Mind.
- Make linkages and build relationships and referral pathways to maintain or create a range of local supports for people that facilitate them living the life of their choosing in their own community.
- Provide supervision and guidance to other staff members/ grade 1 or 2 OT's.

## Business Unit Overview

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

## Key Responsibilities

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers and where applicable carers and families.
- Work within the Mental Health and Wellbeing Act 2022.
- Work collaboratively with colleagues across all teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to.
- Respect that Western Health is a smoke-free environment.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within allocated budget if applicable.
- Clinical work as allocated, including individual, family/carer and group work
- Perform occupational therapy assessment and intervention at an advanced level in practice areas including sensory modulation, group work, vocation and driving
- Active participation in managerial and discipline specific supervision
- Attend and participate in team meetings including those with a managerial and/or clinical focus

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

## Key Working Relationships

### Internal:

- MIND service manager
- IPC clinical manager

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- Western Health operational manager
- Consultant Psychiatrists/ Registrars
- MIND Team Leader
- Multidisciplinary Team
- Consumers and Carers
- OT Supervisor
- OT Chief

**External:**

- Clients and their family/carers
- Key community stakeholders, including but not limited to:
- GP
- Private practitioners
- NDIS providers
- Vocational and employment agencies

**Selection Criteria**

**Essential:**

- At a minimum, 5 years practice as a registered Occupational Therapist.
- Current registration with AHPRA
- Commitment to Western Health Values
- Commitment to MIND's principals of practice
- A high level of commitment to the Intentional Peer Support model and the peer work discipline
- A comprehensive understanding of the concept of Recovery as it relates to mental health
- An understanding of the mental health service system and the Mental Health and Wellbeing Act 2022
- Demonstrated understanding of occupational therapy theory, models and their application in clinical settings.
- Ability to undertake a range of occupational therapy assessments and interventions, including individual, family, group work and community liaison
- Ability to work with consumers, family and carers from a range of cultural backgrounds and to provide gender sensitive services
- Ability to function effectively as part of a multidisciplinary team.
- Well-developed interpersonal skills and ability to communicate effectively with others (verbal and written communication)
- Established and effective organisational skills and demonstrated capacity for using initiative and problem solving
- Demonstrated interest in ongoing professional development and ability to reflect and learn from experience
- Competent computer skills
- A current Victorian driver's license

**Desirable:**

- Ability to speak a community language in addition to English
- Aboriginal and Torres Strait Islanders and/or those with experience in working with ACCHO and Aboriginal Communities and Families are highly encouraged to apply

**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

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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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Work at any of the Western Health sites as directed, in accordance with business and organisational demands and priorities.

### 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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