

## POSITION DESCRIPTION

<b>Position Title:</b>	Grade 4 Occupational Therapist
<b>Business Unit/Department:</b>	Sunshine Mental Health & Wellbeing Centre – Unit 2.
<b>Division:</b>	Mental Health & Wellbeing Service
<b>Award/Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
<b>Classification:</b>	OT4 HR9 – HR12
<b>Reports To:</b>	Allied Health Team Leader, Program Manager, Consultant Psychiatrists, and Discipline Senior Occupational Therapist
<b>Direct Reports:</b>	Grade 2 and 3 Occupational Therapy Staff at SMH&WC
<b>Date Prepared/Updated:</b>	13 <sup>th</sup> April 2026

### Position Purpose

The Sunshine Mental Health & Wellbeing Centre (SMH&WC) is a purpose-built facility with two 26 bed units. The senior occupational therapy role will lead and support the existing Grade 2 and Grade 3 Occupational Therapy workforce, work directly with consumers and their family, carers and supporters to provide evidence-based discipline specific assessment and interventions and contribute to the multi-disciplinary team to ensure excellent care and support of consumers. This role will be part of the leadership teams and will contribute to quality improvement projects and processes for occupational therapy and the wider teams. This role works closely with the peer workforce and other disciplines in supporting the activity and participation needs of consumers on the units, including both group and individual intervention approaches.

### 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. The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

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## Key Responsibilities

- Providing clinical support and guidance to the G2 and G3 Occupational Therapists as well as the wider allied health team.
- Building a therapeutic alliance with the consumer and family/carers and maximize participation in collaborative recovery and wellness planning.
- Working collaboratively with other members of the multidisciplinary team, to provide high quality, evidence-based interventions that support consumers with complex mental health needs in the acute setting.
- Conducting occupational therapy assessments inclusive of functional capacity assessments and sensory based assessments to identify occupational performance issues, support needs, and sensory preferences and strategies to support health and wellbeing.
- Provision of activity and participation focused treatment approaches and support and training to other staff in these approaches (incl. sensory modulation, driving, vocation and group work interventions).
- Working alongside the MDT to support consumer's connection with community supports, including NDIS.
- Organize and plan the group roster, and facilitate/co-facilitate therapeutic group programs
- Promote Occupational Therapy Practice within the acute mental health setting.
- Contribute to the orientation, education, and training of other team members and pre-qualified, student and Entry Level Occupational Therapists.
- Contribute expertise in clinical meetings and support the team and other staff in their clinical decision making.
- Demonstrate behaviors that supports a recovery approach to care.
- Communicate effectively and respectfully with consumers, families, carers, colleagues, and other service providers.
- Be able to change priorities and/ or adjust quickly to meet the needs of the consumer or team.
- Accurately prepare documentation in a timely manner.
- 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.
- Take reasonable care for your safety and wellbeing and that of others.
- Active engagement in clinical and professional supervision and operational management discussions.
- Work in your scope of practice and seek help where required.
- Actively contribute to service improvement and staff development initiatives
- Assume responsibility and accountability for delegated activities from the senior leadership group at SMH&WC
- Support the Program by promoting, implementing, and participating in quality improvement activities and research as required.

### Management/Supervision:

- Management and support will be provided by the Allied Health Team Leader and Program Manager.
- Clinical supervision will be provided by the MWAMHS discipline Senior or appropriately qualified senior occupational therapist. Clinical supervision will be strongly encouraged and supported.

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:

- Program Manager, Allied Health Team Leader, Clinical Nurse Consultant, Clinical Nurse Educator
- Peer Workforce
- Consultant Psychiatrists and other medical staff
- Multi-disciplinary team
- Chief Occupational Therapist and occupational therapy staff working in clinical teams.

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**External:**

- NDIS including support coordinators, LACs, HLO and support providers.
- Family, carers, and supporters
- Primary Health Care Providers
- Community teams
- Prevention and Recovery Care services
- Employment services
- Local Mental Health & Wellbeing Services

**Selection Criteria****Essential**

## Formal Qualifications

Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.

An approved Degree from a recognized school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic)

- Minimum 5 years' experience working in mental health setting.
- Demonstrated understanding of working with mental health consumers, including appropriate supports, therapeutic engagement, assessment, and evidence-based interventions
- Proven ability to plan, implement and evaluate groups for consumers in the acute phase of mental illness.
- Demonstrated ability to provide specialist occupational therapy assessments and interventions including sensory modulation, functional capacity assessments to identify occupational performance issues and activity and participation interventions.
- Commitment to ongoing professional development for self and team members
- Commitment to developing an understanding of the principles and practices of co-design.
- Familiarity with a range of computer software packages eg. Email, Word, Excel
- Well-developed skills in writing and ability to promptly prepare appropriate documentation for assessments, interventions, and other forms of documentation.
- Demonstrated understanding of de-escalation principles when working with people who are distressed or experiencing mental illness.
- Knowledge of recovery-oriented care and trauma informed care frameworks
- Excellent interpersonal skills and the ability to work with, communicate and engage consumers, families, and carers from diverse backgrounds.
- An understanding of the policies and procedures associated with the Mental Health Act and other relevant legislation.
- Demonstrated ability to record accurate and concise documentation within a consumer's medical record.
- Demonstrated understanding of confidentiality and privacy relating to consumer care
- Commitment to Western Health values.
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.

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- Hold a full driving licence and ongoing ability to use this form of transport.

**Desirable:**

- Ability to speak a community language in addition to English
- Aboriginal and Torres Strait Islanders 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.
- 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), 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.*

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Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

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