

POSITION DESCRIPTION

Position Title:	Occupational Therapist
Business Unit/Department:	Sub-Acute at Home
Division:	Western Health at Home
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:	<i>Operationally:</i> Service Manager – Emergency Department (ED) Care Coordination, Rapid Allied Health & Psychology at Home; Service Manager – Community Based Transition Care Program Teams; <i>Professionally:</i> Allied Health Manager – Occupational Therapy
Direct Reports:	Supervision responsibility for Grade 1 Occupational Therapists and Allied Health Assistants (AHA) as delegated
Date Prepared/Updated:	5 June 2026

Position Purpose
The Grade 2 Occupational Therapist, through their clinical expertise, experience and skill, contributes to staff development and ensures excellence in patient management. Specifically, the Grade 2 will have a lead role in ensuring best practice and excellence in clinical care for patients, predominantly in homebased settings. This position includes both the Rapid Allied Health (RAH) Service and Community Based Transitional Care Program (CB TCP) which aim to provide care to patients in the community. The Rapid Allied Health (RAH) service aims to prevent avoidable presentations to the Emergency Department (ED) and hospital by providing a rapid response and short-term Allied Health intervention. It is strongly integrated with the ED Care Coordination service, as Occupational Therapists, Physiotherapists and Social Workers who work in ED Care Coordination are rostered on regular RAH shifts, in conjunction with ED shifts. The RAH service focuses on addressing a client's immediate safety and functional concerns. Patients may receive short-term rehabilitation whilst awaiting mainstream services through internal or external community health services, or where short-term input will avoid the need for referral to mainstream services. Physiotherapy, Occupational Therapy, Allied Health Assistant and Social Work can be provided. Community-Based Transition Care Programs (CB TCP) provide short-term, restorative care for older people following a hospital admission, with the aim of optimising functional independence, supporting a safe return home, and delaying or preventing premature entry into residential aged care. Occupational Therapists are key members of the multidisciplinary team, undertaking comprehensive functional assessments, identifying barriers to participation, and delivering person-centred interventions and therapy to improve performance in activities of daily living (ADLs). OTs may also recommend

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equipment, assistive technology, home modifications, falls prevention strategies, and carer education to support clients in achieving meaningful goals and maintaining independence within their community. This position may involve rotations to other areas across the continuum of care or flexibility of caseload. The position will primarily be based at Sunshine Hospital and Harvester Building. Staff may, however, be required to work at any or all campuses of Western Health as required. This position will include working with and supporting other staff to increase their knowledge and skills in the clinician's area of expertise and will have the opportunity to supervise both Grade 1 Occupational Therapy and/or Allied Health Assistant staff in the delegated area.
Business Unit Overview
Western Health at Home Division The Division of Western Health at Home provides a comprehensive range of inpatient, clinic-based and home-based services. Our multidisciplinary workforce of over 1,000 employees includes medical, nursing, pharmacy, allied health and administration staff. Western Health at Home services provide care from all Western Health campuses and within patient's homes, including residential aged care, supported accommodation and custodial settings. The division is rapidly expanding to meet the needs of the community through the delivery of innovative, integrated, and patient centred care. Western Health at Home services support patients across the continuum of care with a primary objective to support patients to live more healthy days at home. Our breadth of services, clinics and units work collaboratively to reduce avoidable hospital presentations and support early and sustainable hospital discharges. Through multidisciplinary service delivery, integration with primary care, research and clinical trials our division supports the detection, management and secondary prevention of chronic disease. The Division's medical specialties include Renal, Endocrinology and Diabetes, Geriatric Medicine and the General Practice (GP) Integration Unit. Western Health at Home provides a range of acute and subacute services that deliver hospital level care within the comfort of a patient's home. These services include Hospital in the Home, Rehab at Home, GEM at Home, Community Based Transition Care Program and Dialysis at Home, which deliver healthcare that would otherwise be provided within an inpatient setting. Western Health at Home's breadth of community-based care and specialty assessment clinics provide comprehensive care to support the management of chronic disease. The division has chronic dialysis units located at all Western Health main campuses and acute units at Sunshine and Footscray Hospital. Western Health at Home manages a primary healthcare service within Dame Phyllis Frost Centre, a maximum-security women's prison located in Melbourne's West 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 psychosocial 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, and Speech Pathology.
Key Responsibilities • Demonstrate a commitment to the patient 'Charter of Healthcare Rights' and the aged care "Statement of 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

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- 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 WH AH Capability Framework](#) and the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

Internal:

- Western Health at Home Nurse Unit Managers and Service Managers
- Western Health at Home Senior Occupational Therapy clinicians
- Western Health at Home Grade 4 Occupational Therapist
- Western Health at Home interdisciplinary team, including Allied Health Assistants
- Operations Managers, Western Health at Home
- Occupational Therapy and other Allied Health staff across the network
- Manager, Occupational Therapy
- Director of Allied Health

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- Relevant Western Health units, wards, services, health professionals

External:

- Clients and their family/carers
- Key community organisations
- General Practitioners
- Occupational Therapy peers in other health/community services

Selection Criteria

Essential:

- Appropriate recognised tertiary qualification and Registration with the Australian Health Practitioner Regulation Agency (AHPRA) as eligible to practice as an Occupational Therapist
- Experience/qualification in hospital, aged care and/or community based Occupational Therapy
- Highly developed interpersonal, written and electronic communication skills
- Excellent organisational and time management skills
- Knowledge of and participation in continuous quality improvement processes
- Commitment to continuing professional development
- Computer literacy
- Hold a current Victorian driver's license

Desirable:

- Successful supervision of Occupational Therapy and Allied Health staff
- Experience in student supervision

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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- 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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