

POSITION DESCRIPTION

Position Title:	Occupational Therapist Grade 1
Business Unit/Department:	Community Team Outer
Division:	Mental Health & Wellbeing Service
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
Classification:	Grade 1 – Year 1 to 7 (YB13 to YB19)
Reports To:	Outer Team Manager, Supervisor & Chief Occupational Therapist
Direct Reports:	Nil
Date Prepared/Updated:	19 September 2025

Position Purpose
<p>This role is a Grade 1 Occupational Therapy position in the community team at the Melton Health & Community Services Hub in Melton. This role is predominantly case management along with opportunities for discipline specific work. The Outer Community Team has a mix of doctors, nurses, social workers, peer workers, psychologists and occupational therapists. It is a highly supportive team with onsite clinical educator to support learning tasks that are part of the case management role. The graduate occupational therapist will have the opportunity to facilitate and co-facilitate groups, complete functional and sensory assessments and support consumers with their recovery goals.</p> <p>The Occupational Therapy and Social Work Entry Level Program offers new graduate and early career OTs and social workers the opportunity to develop skills in clinical mental health with a strong focus on supervision, reflective practice, education and training and self-care. There is also an Orientation to the professional development that will ensure a thorough introduction to Occupational Therapy in clinical mental health.</p> <p>The graduate program provides competency-based learning and supports Graduates in meeting the Occupational Therapist State-Wide Graduate Key Competencies. The development of the graduate program is guided by the Statewide Allied Health mental Health Learner Program. This position is full-time at eighty hours per fortnight including monthly ADO.</p>
Business Unit Overview
<p>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.</p> <p>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.</p>

Our Vision

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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.

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 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.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Attend and participate in team meetings including those with a managerial and/or clinical focus
- Work towards developing graduate occupational therapy mental health competencies as outlined in DH OT competency document
- 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.
- Case management of allocated consumers
- Clinical work as allocated, including individual, family/carers and group work
- Specific occupational therapy assessment and intervention
- Active participation in managerial and discipline specific supervision
- Attend and participate in all components of the OT & SW Graduate Program

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
- Consultant Psychiatrists/ Registrars
- Multidisciplinary Team
- Consumers and Carers
- Coordinator OT & SW Graduate Program
- OT Clinical Educator
- OT Supervisor
- OT Chief

External:

Key community stakeholders, including but not limited to:

- GP

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- Private practitioners
- EIPSR staff
- NDIS providers
- Vocational and employment agencies

Selection Criteria

Essential

- Formal Qualifications and Registration
- An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.)
- Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia (pending registration for new graduates)
- Commitment to Western Health values
- An understanding of the concept of Recovery as it relates to mental health
- A basic understanding of the mental health service system and the Mental Health Act
- 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
- Fieldwork, paid or voluntary experience in a mental health or health or aged care setting and/or demonstrated interest in developing knowledge and skills in the mental health area
- Ability to transfer skills and knowledge to the mental health sector from previous experience
- 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)
- Sound 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
- 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), 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: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

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

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