

POSITION DESCRIPTION

Position Title:	Occupational Therapist
Business Unit/Department:	Community Based Transition Care Program (TCP)
Division:	Western Health at Home
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 3 – Year 1 to Year 4 (VG3 to VG6)
Reports To:	<u>Operationally:</u> Service Manager Community Based TCP <u>Professionally:</u> Grade 4 Occupational Therapist; Occupational Therapy Manager
Direct Reports:	Grade 1 and 2 Occupational Therapists and Allied Health Assistants (AHA) in the delegated area of responsibility
Date Prepared/Updated:	18 November 2025

Position Purpose

The Grade 3 Occupational Therapist is a clinical expert, with responsibility for leadership and development of evidence informed, person centred and occupation-based occupational therapy practice, research, teaching and mentoring within their delegated clinical area of Community Based TCP (and other areas as required). The clinician will have a clinical caseload, working with referred patients and families and perform other tasks and responsibilities, as required, within scope of practice, with the Community Based TCP and the broader Western Health at Home Division. The grade 3 Occupational Therapist will also be a liaison point with other referring services and community partners. They will collaborate and work alongside the broader senior Occupational Therapist group at Western Health to deliver high quality, collaborative care models.

In addition, the grade 3 Occupational Therapist will be responsible for providing clinical leadership and strategic direction in their clinical area of expertise by expanding and developing practice, implementing clinical governance, training staff as appropriate, delivering improved outcomes for patients and acting as a key liaison in their unit teams. As a clinical leader, the grade 3 Occupational Therapist will work collaboratively with key stakeholders to assist Western Health to achieve excellence in the areas of patient care, teaching and research. The role incorporates both professional (clinical, research, practice development, teaching, mentoring, supervision) and operational (human resource management, service evaluation, budgeting, rostering of staff, policy development) duties, as well as leadership across occupational therapy and the broader multidisciplinary team. The Occupational Therapist will be expected to maintain their currency of knowledge and skill in their specialty area and ensure an evidence-based approach to patient management.

This position may involve rotations to other areas across the continuum of care or flexibility of caseload. The position will primarily be based at the Harvester Building, Sunshine. Staff may however be required to work at any or all campuses of Western Health as required.

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Business Unit Overview

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 the custodial setting. 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 divisions 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, Rehabilitation at Home, GEM at Home, Rapid Allied Health, 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.

Community Based Transitional Care Program

The Transition Care Program, as defined by the Commonwealth Department of Health and Ageing, provides short-term goal orientated support and active management for older people at the interface of the acute/sub-acute and residential aged care sectors. The Western Health Community Based TCP is goal oriented, time-limited and targets older people at the conclusion of a hospital episode who have been identified as requiring low-level therapy, supports and short-term case management in their own homes. Specifically, the program allows time, resources and support in a non-hospital environment for patients to complete the restorative process, optimise functional capacity and finalise and access longer-term care arrangements. The Western Health Community Based TCP assists the organisation to meet patient needs and in doing so contributes to achieving optimal patient flow through the acute and subacute systems.

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 Aged Care Code of Conduct and 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 and leadership capability framework
- Maintain registration (as required) and report any changes or limitations on practice if applicable

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- 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
- In conjunction with service manager, ensure staff are appropriately directed and supported to deliver high quality client centred care in line with the "Best Care" Framework
- Lead and deliver high quality person centred interprofessional care in line with the "Best Care" framework
- Demonstrate extensive, evidence-based specialist knowledge, clinical reasoning and competencies, to lead and enhance patient care in area of practice
- Provide and direct others in the provision of evidence based clinical services using a person-centred approach
- Demonstrate capacity to develop and implement methods to ensure that staff in the area of responsibility have an appropriate, measurable level of competence
- Ensure the application and maintenance of clinical standards in areas of delegated responsibility
- Demonstrate highly developed organisational skills and efficient time management to appropriately evaluate, prioritise and complete workload
- Identify and support others to solve complex problems
- In conjunction with service manager, contribute to the development and implementation of processes to facilitate effective consumer participation, and ensure that appropriate responses are provided to consumer feedback and complaints
- Lead planning for clinical services for the team
- In conjunction with service manager, support staff to meet service targets/goals
- Provide leadership which promotes effective teamwork, encourages cohesion and ensures staff feel valued and contributions are acknowledged
- In conjunction with the service manager, actively work towards service integration and streamlined patient journeys
- In conjunction with service manager, ensure appropriate orientation of new staff
- Demonstrate expert knowledge of resources relevant to area and acts as a resource person for other team members
- Demonstrate high level open and effective communication (verbal, non-verbal, written and electronic) with consumers, other staff and service providers
- Demonstrate highly effective negotiation skills and conflict resolution skills when dealing with difficult situations
- 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 and appropriately delegates as necessary
- Participate and represent the service in consultation with service manager at relevant committees, working groups and meetings as requested
- Lead the provision of information and education about the service and professional role within the service
- Assist in promoting effective workplace relations and teamwork to ensure optimum relations across acute services and collaborating community agencies
- Participate in and contribute to relevant case conferences, team meetings, client/family feedback meetings
- Assist in cultivating an environment where workers have the opportunity to work to their full scope of practice and potential
- Assist in fostering and developing research opportunities across the service
- Conduct or contribute to feedback to staff on their performance including performance development planning and performance management where relevant
- Where designated, provide high quality supervision to junior staff and students that is timely, flexible and responsible
- Lead and participate in the development, organisation and delivery of education programs for Western Health staff, external service providers and the community
- Present at internal and external forums to enhance personal knowledge and professional development

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- Lead service development and evaluation through quality improvement activities or research projects where appropriate
- Assist in writing procedures and guidelines as required for the ongoing development of the program, and support relevant staff to complete these tasks
- Assist in meeting reporting requirements relating to the service
- Ensure that service/program outcomes are achieved through appropriate client management and pathways
- Facilitate/assist in the process of recruitment, selection and retention of staff to meet client and service needs.
- Ensure that workload statistics, and other required information, is entered and reported as directed, and on time by self and staff in area of responsibility
- Manage a clinical caseload of appropriate size, providing assessment, intervention and discharge planning for allocated Transition Care patients in accordance with the Commonwealth Transition Care Program Guidelines (2025) and the National Standards of Practice for Case Management (2013)
- Foster relationships between the Transition Care program, Western Health, and community stakeholders within the Aged Care Sector
- Perform other duties as directed

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:

- CB TCP Service Manager
- Western Health at Home Operations Manager
- Occupational Therapy Manager
- Western Health at Home grade 4 Occupational Therapist
- CB TCP interdisciplinary team
- Director of Allied Health and Senior Allied Health Staff
- Occupational Therapists, Allied Health Assistants and other Allied Health staff
- Occupational Therapy staff across Western Health
- Relevant other Western Health Service Managers, Clinicians and staff

External:

- Clients and their family/carers
- Key community organisations and service providers
- General Practitioners
- Home Care Package and Commonwealth Home Support Program Providers
- Occupational Therapy peers in other health/community services

Selection Criteria

Essential:

- Appropriate recognised tertiary qualification and registration with AHPRA
- Minimum of 5 years clinical experience in public health
- Relevant hospital and community related experience
- A high level of clinical expertise, theoretical knowledge and demonstrated experience in a relevant clinical area, including experience working with older adults with complex needs
- Highly developed leadership, communication and interpersonal skills, including negotiation, conflict resolution and creative problem solving
- Highly developed reporting skills, including the ability to write reports and professional articles
- Consolidated skills and experience in professional staff supervision to promote professional competence and foster staff development
- Demonstrated understanding of the Australian Health Service, primary health care and referral pathways for target client group/s

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- Knowledge of, and experience leading, continuous quality improvement processes and commitment to clinical research
- Commitment to continuing professional development and lifelong learning
- Excellent organisational and time management skills
- Computer literacy, including demonstrated skills in Microsoft office software and patient management systems
- Highly developed interpersonal skills and communication skills
- Demonstrated ability to work in multidisciplinary teams
- Current Victorian driver's licence

Desirable:

- Hold a relevant postgraduate qualification or working towards same
- Membership of Occupational Therapy Australia
- Demonstrated creative and proactive approach to change management

Desirable Personal Attributes:

- Self-motivated
- Broad systems and innovative thinking
- Ability to positively influence others
- Mindful observation
- Timely informed decision making
- Collaborative approach
- Confidence in own ability
- Embraces self-growth and continual learning
- Adaptable, flexible and persistent as required
- Effective delegator
- Resilience

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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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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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