

POSITION DESCRIPTION

Position Title:	Occupational Therapist
Business Unit/Department:	St Albans Community Care Unit
Division:	Mental Health & Wellbeing Service
Award/Agreement:	Victorian Public Mental Health Services Enterprise Agreement
Classification:	Grade 3 – Year 1 to Year 4 (YB24 to YB27)
Reports To:	Program Manager; Consultant Psychiatrist; Discipline Senior Occupational Therapist
Direct Reports:	Grade 1 Occupational Therapists
Date Prepared/Updated:	20 November 2025

Position Purpose

The Mid West Community Care Unit (CCU) provides a 24-hour community based residential rehabilitation program to people who experience long term serious mental illness and disability. The CCU is a therapeutic environment in which rehabilitation programs are tailored to meet individual resident needs. The residents are people who require high levels of clinical support and intensive rehabilitation to support their mental health and daily living.

The Grade 3 Occupational Therapist (OT3) is a member of the multidisciplinary team who works closely with consumers and their families to achieve positive rehabilitative outcomes for individuals who have experienced severe disability associated with long-term mental illness. The Mid West CCU is looking for an OT3 to provide clinical leadership to the program and play a key role as part of the senior leadership team in the development of rehabilitation and recovery services into an integrated service delivery system which meets the needs of consumers.

In conjunction with other multidisciplinary team members, the OT3 will monitor clinical standards of care and staff performance, and ensure clinicians are professionally supported via supervision and training; deliver a range of Occupational Therapy assessments to determine an individual's level of occupational functioning, make recommendations for the focus of recovery from a discipline perspective, and deliver client focused therapy. The OT3 will conduct Functional Capacity assessments where indicated to support discharge planning and adequate NDIS supports. The OT3 will co-ordinate and evaluate the group program in conjunction with the entry level occupational therapist, facilitate Occupational Therapy specific groups and promote the provision of a supportive environment, in which the residents will have the opportunity to work toward achieving their optimal potential. The OT3 will further develop the sensory modulation approach, and provide other specialist input regarding portfolios such as driving, vocation and employment, NDIS, safeguards and service improvement projects.

The OT3 has a role as a 'Case Manager' to specific consumers and will participate in CCU intake assessment process along with other members of the multidisciplinary team. However, a major function of the role is to provide primary and secondary discipline specific services to the team and consumers. The incumbent will provide supervision to the Grade One Occupational therapist as required.

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The role will also include establishing partnerships, responsibility for a portfolio and supporting the Team Leader with allocated leadership duties. The OT3 will report to the Team Leader and Program Manager. The OT will be clinically accountable to the Consultant Psychiatrist. This position is also professionally responsible to the Area Discipline Senior Occupational Therapist for all matters relating to discipline specific practice.

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.

Key Responsibilities

- Build a therapeutic alliance with the consumer and family/carers and maximise participation in collaborative recovery and wellness planning
- Work collaboratively with other members of the multidisciplinary team, to provide high quality, evidence-based interventions that support consumers with complex mental health needs in their home
- Provide Occupational Assessments inclusive of Functional Capacity assessments to identify occupational performance issues and Sensory modulation preferences.
- Provision of activity and participation focused treatment approaches and support and training to other staff in these approaches. (sensory modulation, driving, vocation and participation in personally meaningful occupations)
- Contribute to the orientation, education and training of other team members and pre-qualified, student and entry level staff.
- Contribute expertise in clinical meetings and support the team and other staff in their clinical decision making.
- Demonstrate behaviours that supports a recovery approach to care.
- Communicate effectively 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.

Management/Supervision:

- Management and support will be provided by the 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.

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Additional:

- Actively contribute to service improvement and staff development initiatives
- Assume responsibility and accountability for delegated activities from other staff within the CCU
- Support the Program by promoting, implementing, and participating in quality activities and research as required

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
- Nursing staff
- Peer workers
- Consultant Psychiatrist and other medical staff
- Allied Health staff
- Chief Occupational Therapist and occupational therapy staff working in clinical teams

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**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 recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic)

Essential:

- 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.

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

Desirable:

- Ability to speak a community language

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

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

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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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