

Position Description

Position Title:	Grade 3 Mental Health Occupational Therapist
EBA / Award:	Victorian Public Mental Health Services Enterprise Agreement 2021-2024
Classification:	YB24-YB27
Reports to Operational:	Operational: Team Leader Towards Change Professional: Occupational Therapy Clinical Leader, Adult & Older Adult, Mental Health and Wellbeing program, Eastern Health
Primary Site:	Yarra Ranges - Lilydale
Last updated:	November 2025

The Mental Health and Wellbeing Local Service is an integrated wellbeing and support service delivered through partnership in the Maroondah and Yarra Ranges Local Government Areas. Operating six days a week with extended hours, we provide clinical support, care, and wellbeing services to people aged 26+ experiencing mental health challenges, including co-occurring substance use or addiction.

The service is community-led and co-designed by participants, supporters, and the local community. Partners include Wellways, Access Health and Community, Eastern Health and Onah.

Commitment to Reconciliation

The Mental Health and Wellbeing Local Service and our partners recognise that Aboriginal and Torres Strait Islander people have not always been well-served by mental health and disability organisations. Their social and emotional wellbeing has been impacted by generations of trauma, injustice and deprivation. As partner organisations, we recognise our responsibility in addressing these issues of injustice, inequality and stigma as part of ensuring our services are both welcoming and helpful for people and their families. As part of our commitment to reconciliation, we are working to create culturally aware and safe services for First Nations Community Members.

Role Purpose

Working within the Towards Change Team, the role of the Grade 3 Occupational Therapist utilises their experience and skills to support people experiencing a range of mental health and wellbeing challenges. Services will be provided in a strengths based, person centred, trauma informed, goal and recovery-oriented framework. The Occupational Therapist works alongside the individual to support personal recovery and to enable them to participate in occupations that bring meaning and satisfaction to their everyday lives.

The Occupational Therapist works directly with participants and their supporters and is part of a multidisciplinary service that includes both clinicians and lived experience workers. Working collaboratively, the service is led by the participant's choice of the care and supports that will help them achieve their goals.

This role also supports several Grade 2 Occupational Therapists, providing clinical supervision as well as expertise to the broader Local team. The Grade 3 Occupational Therapist will also participate in the Welcome and Support roster acting as the key clinical contact for participants who drop in to or call the Local, when rostered on.

Although based with the Yarra Ranges Local, the role will also provide occasional support and secondary consultation to the Maroondah Local.

Travel across the Yarra Ranges and Maroondah LGAs will be required.

Required Values & Behaviours

Authenticity and Integrity: Bring whole selves to work, recognizing community and wellbeing belongs to all

Compassion: Commit to compassionate approach and understanding, leading with curiosity

Respectful Collaboration: Respect different experiences and organizational views, recognizing we all have something to learn

Quality and Safety:

- Identify and report risks promptly with prevention strategies
- Take reasonable care for personal and consumer safety
- Participate in workplace health and safety initiatives
- Comply with all policies and procedures
- Maintain confidentiality per privacy legislation
- Involve consumers/carers in quality improvement activities

Excellence and Appreciation: Evidence-based work with continuous quality improvement for excellent outcomes

Commitment to Reconciliation: Work towards culturally aware and safe services for First Nations Community Members

Key areas of accountability

Area	Deliverable
Effective, high quality, recovery-oriented service delivery	<ul style="list-style-type: none"> • Contribute to the development and leadership of the Occupational Therapy service provision. • Provide formal/informal supervision and mentoring to Grade 1 and 2 Occupational Therapists and students. • Promote responsiveness to the needs and concerns of consumers' families and carers. • Knowledge and understanding of relevant legislation and its impact on the delivery of frontline services, practice and risk management • Undertake a range of comprehensive assessments as appropriate, guided by Occupational Therapy frameworks

	<ul style="list-style-type: none"> • Contribute to participant's Wellbeing Plans, and attend Wellbeing check ins as appropriate • Skillfully engage consumers and carers in the development and implementation of occupational therapy interventions and plans designed to promote, foster and sustain personal recovery and enable participation in occupations that bring meaning and satisfaction. • Actively participate in group programs including development of program content tailored to individual skill level and occupational needs and evaluation of its effectiveness • Provide sensory modulation assessment and interventions to assist in managing arousal, distress, behavioural disturbance and enabling participation in meaningful occupations. • Provide support to participants who may wish to access NDIS, within the scope of the Local's Service Framework • Participate in participant planning sessions and wellbeing check-ins • Act as the Welcome and Support Clinician at least once/month, providing clinical support to participants who drop in to or call the Local without appointment • Make referrals to other services and supports when it is in the interest of the service user to do so and with the client's informed consent
Safety and continuous quality improvement	<ul style="list-style-type: none"> • Encourage the safety and well-being of participants and escalate any concerns, issues or incidents arising in line with the Escalation Guideline. • Complete incident reports in Riskman in line with the Incident Management Guideline. • Support the maintenance of a safe and healthy working environment by following work health and safety policies and procedures, including location specific training. • Ensure compliance with discipline-specific professional codes of practice • Commitment to ongoing personal and professional development • Engage and encourage Participant feedback to improve service delivery outcomes. • Participate in individual and group supervision, team meetings, clinical reviews, actively participate in skill building activities, • Participate in the performance review process
Effective and efficient information and knowledge management	<ul style="list-style-type: none"> • Uphold and promote participant confidentiality while affirming and supporting the participants' rights and responsibilities

	<ul style="list-style-type: none">• Ensure documentation is maintained in the participant management system as required to meet statutory requirements and Wellways Policy
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Key Requirements

Area	Description
Qualification / Role Experience	<ul style="list-style-type: none"> • Bachelor of Occupational Therapy • AHPRA registration and registration with the Occupational Therapy Board of Australia • Minimum of 7-years' experience • Understanding of evidenced based practice and models of occupational therapy (including Occupational Formulation, the Model of Human Occupation and Canadian Model of Occupational Participation) and their application in clinical practice. • Knowledge of sensory modulation theory and intervention. • Demonstrated commitment to bringing an occupational therapy perspective to the multi-disciplinary team. • Proven ability to embed lived experience across models of care. • Demonstrated effective written and verbal communication and interpersonal skills. • Demonstrated capacity to undertake supervision with staff and students and to provide coaching, mentoring and peer support.
Required skills	<ul style="list-style-type: none"> • Highly developed communication skills • High level emotional intelligence • Ability to connect with people with diverse backgrounds and experiences • A commitment to Person centred practice and maximising the opportunities and support for people with a mental illness or psychological distress within their local communities
Information Technology	<ul style="list-style-type: none"> • Demonstrated ability to learn and adapt to various technology platforms • Basic skills in Microsoft Office Suite and Client Record Management systems

Compliance	<ul style="list-style-type: none"> • National Police Check • Victorian Drivers Licence • Working with Children Check • Evidence of right to work in Australia • NDIS Workers Screening Check • NDIS Workers Orientation Modules • 100 points of identification
Other Desirable	<ul style="list-style-type: none"> • Prior experience working within the Mental Health or AOD sectors, or a community-based organisation. • Willingness to travel and work within the community service by the Local. <p>Welcomed:</p> <p>We are committed to employing people with diverse backgrounds and experiences and encourage applications from:</p> <ul style="list-style-type: none"> • People with personal lived experience of mental health challenges or who have cared for someone who has. • People who identify as Aboriginal and or Torres Strait Islander • People who identify as gender diverse, living with a disability or culturally and linguistically diverse.