

## Position Description

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| <b>Position Title:</b> | Grade 3 Mental Health Occupational Therapist  |
| <b>EBA / Award:</b>    | Victorian Public Mental Health Services Enterprise Agreement 2024-2028  |
| <b>Classification:</b> | Grade 3 Occupational Therapist – YB24 – YB27  |
| <b>Reports to:</b>     | Operational: Team Leader Towards Change<br>Professional: Grade 4 Senior Occupational Therapist at Mental Health and Wellbeing Local; Occupational Therapy Clinical Lead, Adult & Older Adult, Mental Health and Wellbeing program, Eastern Health |
| <b>Primary Site:</b>   | Yarra Ranges - Lilydale   |
| <b>Last updated:</b>   | June 2026   |

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 Mental Health and Wellbeing Local is community-led and integrated through partnership that shares power, creating a responsive, flexible and helpful service. Partners include Wellways, Access Health and Community, Eastern Health and Oonah. Co production ensures a diverse range of perspectives are included in the design, delivery, and governance of the Local services, ensuring it reflects, responds and is accountable to the local community it supports.

### 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.

## Team

The Occupational Therapist is part of the Towards Change team and is a crucial part of the Victorian Mental health reform work that Wellways and its partners are undertaking. This role will be part of a growing service system that places the community in the centre of the Local Mental Health and Wellbeing network across Victoria.

## Role Purpose

The Occupational Therapist employed by Eastern Health will provide services to people experiencing a range of mental health and wellbeing challenges. Services will be provided within a strengths based, person centred, trauma informed, goal and recovery oriented framework.

The Occupational Therapist will work alongside the individual and their supporters and is part of a multidisciplinary service that includes both lived experience workers and clinicians. Working collaboratively, the service is led by the participant's choice of the care and supports that will enable them to participate in occupations that bring meaning and satisfaction to their everyday lives.

The 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  |
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| <p>Effective, high quality, recovery-oriented service delivery</p> | <ul style="list-style-type: none"> <li>• Establish therapeutic, trauma informed, recovery-oriented relationships with participants and /or their carers and supporters.</li> <li>• Provide evidence-based interventions to participants requiring mental health support, including those with co-occurring substance use or addiction.</li> <li>• Support the initial assessment process in partnership with Wellbeing Navigator Peers as per the model of care</li> <li>• Work alongside the Lived Experience team at the Yarra Ranges Local, sharing participant progress with their allocated Wellbeing Navigator Peer</li> <li>• Actively contribute to the Participant Planning Sessions and Wellbeing Check Ins held at the Local, identifying opportunities to support participants.</li> <li>• Participate in the transition of care / discharge for participants, working collaboratively with Lived Experience and other clinical team members to ensure a supportive exit from the Local.</li> <li>• Facilitate groups collaboratively with Lived Experience and other clinical team members, providing clinical expertise as appropriate.</li> <li>• Facilitate collaborative and integrated services, working closely with other staff, including the Wellbeing Peer Navigators, to ensure participant choice remains central to services provided.</li> <li>• Skilfully engage participants 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.</li> <li>• Provide sensory modulation assessment and interventions to assist in managing arousal and distress enabling participation in meaningful occupations.</li> <li>• Provide support to participants who may wish to access NDIS, within the scope of the Local's Service Framework</li> <li>• Provide supervision and mentoring to Occupational Therapy students.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Make referrals to other services and supports when it is in the interest of the participant to do so and with the participants informed consent.</li> <li>• Coordinate/ participate in case conferencing, case coordination, and case reviews with external services.</li> <li>• 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</li> </ul>   |
| <p>Safety and continuous quality improvement</p>                    | <ul style="list-style-type: none"> <li>• Encourage the safety and well-being of participants and confidently manage and escalate any concerns, issues or incidents arising in line with the Escalation Guideline.</li> <li>• Complete incident reports in Riskman in line with the Incident Management Guideline.</li> <li>• Support the maintenance of a safe and healthy working environment by following work health and safety policies and procedures, including location specific training.</li> <li>• Demonstrated understanding of the MARAM framework and experience using the FVISS and CISS to uphold the safety of adults and children.</li> <li>• Ensure compliance with discipline-specific professional codes of practice</li> <li>• Commitment to ongoing personal and professional development</li> <li>• Participate in individual and group supervision, team meetings, reflective practice, and actively participate in skill building activities.</li> <li>• Participate in the performance review process.</li> <li>• Engage and encourage participant feedback to improve service delivery outcomes.</li> </ul> |
| <p>Effective and efficient information and knowledge management</p> | <ul style="list-style-type: none"> <li>• Uphold and promote participant confidentiality while affirming and supporting the participants' rights and responsibilities</li> <li>• Ensure documentation is maintained in the participant management system as required to meet statutory requirements and Wellways Policy</li> </ul>  |

## Key Requirements

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| <p>Qualification / Role Experience</p> | <ul style="list-style-type: none"> <li>• Qualification of Occupational Therapy</li> <li>• AHPRA registration and registration with the Occupational Therapy Board of Australia</li> <li>• Minimum of 2-3 years experience</li> </ul>  |
| <p>Required skills</p>                 | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Knowledge of sensory modulation theory and intervention.</li> <li>• Demonstrated commitment to bringing an Occupational Therapy perspective to the multi-disciplinary team.</li> <li>• Demonstrated experience integrating lived/living experience expertise throughout various models of care, contributing to a culture that values and champions the insights and perspectives of the Lived/Living Experience Workforce and participants.</li> <li>• Knowledge and understanding of relevant legislation and its impact on the delivery of frontline services, practice and risk management.</li> <li>• Demonstrated ability to contribute to a culture of shared responsibility for safety by building trusting relationships and working collaboratively with people to identify and respond to challenges in ways that uphold autonomy and dignity of risk in line with recovery-oriented practice.</li> <li>• Demonstrated effective written and verbal communication and interpersonal skills.</li> <li>• Ability to connect with people with diverse backgrounds and experiences.</li> </ul> |
| <p>Information Technology</p>          | <ul style="list-style-type: none"> <li>• Demonstrated ability to learn and adapt to various technology platforms relevant to the position.</li> <li>• Basic skills in Microsoft Office Suite and Client Record Management systems.</li> </ul>   |
| <p>Compliance</p>                      | <ul style="list-style-type: none"> <li>• National Police Check</li> <li>• Victorian Drivers Licence</li> <li>• Working with Children Check</li> </ul>   |

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|                 | <ul style="list-style-type: none"> <li>• Evidence of right to work in Australia</li> <li>• NDIS Workers Screening Check</li> <li>• NDIS Workers Orientation Modules</li> <li>• 100 points of identification</li> </ul>   |
| Other Desirable | <ul style="list-style-type: none"> <li>• Prior experience working within the Mental Health or AOD sectors, or a community-based organisation.</li> <li>• Willingness to travel and work within the community serviced by the Local.</li> </ul> <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"> <li>• People with personal lived experience of mental health challenges or who have cared for someone who has.</li> <li>• People who identify as Aboriginal and or Torres Strait Islander</li> <li>• People who identify as gender diverse, living with a disability or culturally and linguistically diverse.</li> </ul> |