

Eastern Health

POSITION DESCRIPTION

Position Title:	Occupational Therapist
Award Classification:	Occupational Therapist Grade 3
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2025 - 2028
Position Reports to:	Operationally: CCU Nurse Unit Manager Professionally: Clinical Lead Occupational Therapy Adult & Older Adult Mental Health and Wellbeing Program

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *'Being part of Eastern Health is being part of a welcoming team of healthcare experts'* is achieved through Eastern Health's strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

To work in partnership with consumers, carers, families and other service providers to provide high-quality occupational therapy assessment, intervention and consultation services within a recovery-orientated framework at the Maroondah Community Care Unit (MCCU). Service provided will be individualised to support recovery and will include occupational therapy assessment and intervention, individual and group work, case management, discharge planning, education for consumers and their support networks, and liaison with other services and programs as needed. The grade 3 occupational therapist will work within the multidisciplinary team, ensuring delivery of specialist occupational therapy input, and will provide supervision and mentoring to the novice OT workforce.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide high-quality evidence-informed occupational therapy and mental health assessment and intervention for people experiencing mental health challenges.
- Skilfully engage consumers and carers in the development and implementation of individualised plans designed to promote, foster and sustain personal recovery.
- Provide effective evidence-informed interventions for consumers with mental health and co-occurring substance use conditions (dual diagnosis).
- Provide assessment reports and liaise with NDIS to ensure NDIS plans are implemented appropriately and NDIS supports maximise recovery.
- Actively participate in the multi-disciplinary group program including development of program content tailored to individual skill level and occupational needs and evaluate the effectiveness.
- Provide sensory modulation assessment and interventions to assist in managing arousal, distress, behavioural disturbance and enabling participation in meaningful occupations.
- Contribute occupational therapy expertise to the CCU team clinical reviews, meetings, handovers and case conferences, taking a lead role as required.
- Undertake case management of consumers with a wide range of complex recovery needs, utilising the Collaborative Rehabilitation Model to assist consumers in the development of their personal, domestic and community daily living skills.
- Provide occupational therapy consultation and support to other services, teams and agencies as required to promote appropriate service delivery and patient care.
- Engage with and support community services and resources to facilitate effective community integration and referral.
- Participate in clinical supervision, reflective practice, and ongoing professional development opportunities.
- Work in accordance with discipline-specific standards of professional practice and organisational policies and procedures.
- Provide clinical leadership, training and supervision to the novice OT workforce and to OT students.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling

and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually based on the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Department Specialty Information

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____

Date: ____/____/____

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2025 - 2028
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Essential

Qualifications:

- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency.
- A minimum of 12 months' experience as a registered occupational therapist.

Experience, knowledge and skills:

- Sound theoretical knowledge and demonstrated ability in the delivery and evaluation of a range of high-quality occupational therapy services to consumers, families and carers within a mental health setting.
- Understanding of evidenced based practice and models of occupational therapy (including Occupational Formulation, the Model of Human Occupation and Canadian Model of Occupational Participation), related occupational assessment and their application in clinical practice.
- Demonstrated working knowledge of contemporary recovery principles and practices including research and evidence-based practice.
- Experience and understanding of NDIS for people with psychosocial disability.
- Experience with care co-ordination and therapeutic work with consumers within a mental health setting.
- Demonstrated ability to work both independently and as part of a multidisciplinary team.
- Ability to skillfully engage consumers and carers in the development and implementation of individualized plans.
- Knowledge of the mental health sector, including roles and workings of mental health teams and relevant community resources and services to support people experiencing mental health challenges.
- Ability and commitment to work collaboratively with consumers, carers, the multidisciplinary team and external agencies.
- Commitment to supervised and reflective practice, lifelong learning and further development.
- Computer literacy and embracing health technologies and informatics.
- Demonstrated high level interpersonal skills with consumers, their families and all health care professionals including effective conflict resolution and negotiation.

Desirable

- Hold a current Victorian driver's licence.
- Experience in group service delivery.
- Perceive, Recall, Plan and Perform (PRPP) trained.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au

ATTACHMENT 2

DEPARTMENT INFORMATION

Department / Specialty Area	Eastern Health Mental Health & Wellbeing Program, Adult & Older Adult, Rehabilitation Program
Campus / Physical Location	Maroondah Community Care Unit 4 Bona Street Ringwood East 3135

SPECIALTY SPECIFIC INFORMATION

Eastern Health provides a broad range of acute, sub-acute, aged and mental health services to approximately 800,000 people in the eastern suburbs of Melbourne. Eastern Health has approximately 6,500 staff and covers a geographical area of 2800 sqkms. Eastern Health is affiliated as a teaching health service with Deakin, Latrobe and Monash Universities.

Eastern Health's Mental Health and Wellbeing Program provides Tier 3 mental health care for all ages in the Eastern Metropolitan Region of Melbourne. Fundamental to our service delivery are the principles of recovery oriented mental health practice.

Our services cover the continuum of care and include both inpatient and outreach services in the following divisions:

- Infant, Child and Youth Mental Health and Wellbeing Services (ICYMHS)
- Adult & Older Adult Mental Health and Wellbeing Services
- Research and academic programs

The Mental Health and Wellbeing Program works in partnership with State-wide Services which include the following divisions:

- Alcohol and Drug Service
- SPECTRUM (statewide service for people with a personality disorder)
- Dual Diagnosis

LOCAL WORK ENVIRONMENT

The Maroondah Community Care Unit (MCCU) is part of Eastern Health's Adult & Older Adult Mental Health and Wellbeing Program. It is a 20-bed community based residential facility and features a highly structured and supportive physical environment. The clinicians within the multi-disciplinary team have high levels of contact and interaction with consumers with a lived experience of mental ill health, and their carers, to promote self-determination and aims to empower individuals.

The MCCU operates under a recovery-oriented model of care, utilising the framework for recovery-oriented practice in a collaborative, team-based environment. The unit's recovery program offers a consumer-centred treatment approach to assist consumers in achieving their personal recovery goals and maintain wellness.