



POSITION DESCRIPTION

Position Title:	Occupational Therapist (grade 3) Neurodevelopmental Assessment Team Infant Child and Youth Mental Health Service (ICYMHS) Parental Leave Part-Time (.4 EFT) from 31/8/2026 -30/8/2027
Award Classification:	Grade 3 Occupational Therapist
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2025-2028
Position Reports to:	Line Report –Team Leader Outer East Specialist Child Team and Neurodevelopmental Assessment Team Professional Report – Discipline Senior Occupational Therapy

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.

Eastern Health’s Mental Health and Wellbeing Program provides Tertiary mental health across the Eastern Metropolitan Region of Melbourne with two age-based streams – Infant, Child and Youth & Adult and Older Persons. Fundamental to the Mental Health and Wellbeing Program, are the principles of recovery oriented mental health practice.

The Infant, Child and Youth Mental Health Service (ICYMHS), part of the Mental Health and Wellbeing Program at Eastern Health, provides a comprehensive range of inpatient and community based multidisciplinary teams for infants, children and young people up to the age of 25 years and experiencing significant mental health or emotional, behavioural and/or developmental challenges, and their families.

Our promise

Healthier together



1. POSITION PURPOSE

The Neurodevelopmental Assessment Team is a small team, colocated with the Outer East Specialist Child team, providing specialist high quality assessment and consultation to children and young people, aged 0-25 years presenting with severe mental health, trauma and/or disabilities for whom a neurodevelopmental disorder may also be present. The NAT team accepts referrals where the child/young person has had some prior assessment AND there is diagnostic complexity or uncertainty. Referrals are accepted from ICYMHS Community/Specialist Teams and Private Providers, for consumers living in the Eastern Region, through referral to the ICYMHS Access Team.

The Neurodevelopmental Assessment Team (NAT) is a specialist team within ICYMHS. The team includes a Coordinator/Senior Clinical Psychologist, Neuropsychologist Psychologist, Speech Pathologist, Occupational Therapist and a Consultant Psychiatrist and undertakes a range of specialist assessments, to determine the presence or absence of neurodevelopmental disorders.

In the Neurodevelopmental Assessment Team, the Occupational Therapist will be required to undertake specialised occupational therapy assessments to help determine the presence of neurodevelopmental disorders. Assessment results and recommendations will be shared with Community Team clinicians in order to aid diagnosis, treatment, and outcomes for clients.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide specialist age appropriate and individualized occupational therapy assessments for children and young people aged between 0 - 25 years, referred to NAT
- Participate in complex multidisciplinary neurodevelopmental assessments, including Autism Spectrum Disorder assessments.
- Able to provide a high standard of client assessment and co-ordination of services to clients, to facilitate safe, effective, person-centered care.
- Develop and provide feedback to clients and their families regarding recommendations from NAT assessments, in collaboration with the multidisciplinary team
- Provide consultation to team members regarding case related discipline specific matters.
- In conjunction with the Team Leader, Consultant Psychiatrist and Discipline Seniors ensure that professional standards of practice are maintained and improved through providing supervision and relevant training in professional skills.
- Consult with and, where appropriate, involve families and significant others in the development and implementation of services and recovery and treatment plans in order to support families and minimise the impact of psychiatric illness and/or disability on the family.
- Possess knowledge of and the ability to provide effective assessments for children with co-occurring mental health, trauma experiences and/or disability as a core component of the role.
- Provide skills training, education, specialist secondary consultation and advice to a range of local service providers of children and young people aged 0 – 25 years with severe mental health, trauma and/or disabilities with child protection, education services, disability services, out of home care, residential services, general practitioner and other community services that may be involved with the children and families/carers.

- Maintain accurate, contemporaneous, timely electronic file notes and other clinical documentation and complete appropriate and timely service statistics.
- Work collaboratively with multidisciplinary clinical team, non-government organizations, GP's, private psychiatrists and others in the provision of quality care for children and their families
- Adhere to and comply with relevant legislation and policy frameworks.
- Have a sound working knowledge of relevant standards, policies, frameworks and strategies related to the Mental Health and with particular relevance to Infant, Child and Youth Mental Health (including National Mental Health Standards, National Framework for Recovery Oriented Mental Health Services, Child Safe Standards)
- Adhere to and comply with relevant legislation including the Mental Health Act 2022, Children, Youth and Families Act 2005, Family Violence Protection Act 2008, the Charter for Human Rights and Responsibilities Act 2006, the Health Records Act 2001, Privacy and Data Protection Act 2014
- Demonstration of relevant family violence practice according to allocated responsibility level in the mental health program workforce mapping tool. This aligns with the Multi-Agency Risk assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVIS) and Child Information Sharing Scheme (CISS) legislative requirements and related Eastern Health guidelines
- Participate in regular clinical supervision and professional development to build skills in reflection, collaboration and quality clinical practice.
- Actively participate as a clinical member of NAT in quality accountability activities, clinical review process, and peer review and service development initiatives.
- Promote and implement a client-focused team approach to ensure continuous quality improvement and clinical care of a high standard using evidenced based best practice for children, youth and their families.
- Undertake consultation for other clinical staff within ICYMHS and external service providers.
- Other duties as directed by the manager, for the efficient and effective running of the service
- Actively participate in quality accountability activities including regular clinical and operational supervision, clinical review process, peer review and professional development to reflect on and enhance practice skills.
- Actively participate in quality and accountability activities, clinical review processes, peer review and service development initiatives as directed by the leadership team.
- Practice in line with government policy, legislation, and Eastern Health's Mental Health Program.
- Complete appropriate documentation and contribute to service improvement through active involvement in Continuous Quality Improvement (CQI) activities, research and professional education activities as directed by the leadership team.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organization, 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 on the basis of 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

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: ____/____/____

Manager

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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Essential:

The successful applicant will have:

- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency
- A minimum of 2 year's experience as a qualified/fully registered Occupational Therapist

Skills:

- Ability to plan, develop, implement and evaluate discipline specific assessments specific to child and adolescent psychiatry.
- Skilled in occupational therapy assessments including sensory profile and functional assessments. Knowledge and familiarity with the Autism Diagnostic Observation Schedule, Second Edition (ADOS-2).
- Ability to provide assessment, consultation, feedback and recommendations to individual clients and their families
- Demonstrated high level of ability in providing skills training, education and secondary consultation to a diverse range of service providers.
- Thorough knowledge of the Disability Act 2006.
- A sound working knowledge of, and commitment to, working with children and their families/carers from a wide range of ethnic and social backgrounds, including Aboriginal and Torres Strait Islanders, and providing services that are family and gender sensitive.
- Demonstrated commitment to supervised practice and ongoing professional development.
- Compliance with the code of ethics and legal requirements of the profession.

- Demonstrated ability to work both independently and interdependently as a member of a multidisciplinary team, with evidence of excellent conflict resolution and negotiation skills.
- Demonstrate understanding and work within the principles of recovery oriented mental health practice.
- Sound knowledge of the relevant legislation and frameworks for recovery-oriented practice pertaining to working in mental health and with children, youth and families
- Thorough knowledge of relevant documentation related to the Mental Health Services and other strategic directions with clear relevance to access and community engagement.
- High level of computer skills related to word processing, data analysis and communication.
- Current Victorian driver's licence.
- Incumbent required to undergo a National Criminal History Check
- Incumbent required to hold a current Working with Children Check valid for employment purposes

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