

Position Description

Position Title	Graduate Clinical Case Manager (Occupational Therapist) ICYMHS Ringwood Community Team
Classification & Salary Range	Grade 2 Occupational Therapist
Agreement Name	Victoria Public Mental Health Services Enterprise Agreement 2025-2028
Position Reports To	Operational: Team Leader Ringwood Community Team Professional: Occupational Therapy Clinical Lead ICYMHS
Last Updated	October 2026

Position Purpose

The Infant, Child and Youth Mental Health Service (ICYMHS) operates within the Mental Health & Wellbeing Program at Eastern Health and comprises range of community-based teams, specialist teams, Adolescent Inpatient Psychiatric Unit and Access/Triage Team. Teams are multidisciplinary and work to deliver high quality mental health assessment, clinical case management and evidence-based interventions and treatment for infants, children and young people, 0 -25 years, and their families, who are experiencing severe mental illness impacting on their development and psychosocial functioning

This position is specifically designed to support a newly graduated or early career occupational therapist to successfully transition to practice in Infant, Child and Youth mental health. Early career positions are supported by an established early career program with a strong focus on growth learning, reflective practice, supervision and self-care.

This position is within the ICYMHS Ringwood Community Team and will work as a clinical case manager, alongside more senior clinicians, to enable learning and development in real-life practice related content in a positive and supported environment.

The Clinical Case Manager will report directly to the Team Leader of Ringwood Community Team, who in turn reports to the Clinical Director for clinical governance and to the ICYMHS Community Manager for operational management and financial governance. The position will be part of a high-quality service that is responsive to the needs of clients within the team and is supported by clinical, operational and discipline specific supervision, ongoing professional development and active participation in team and service planning and development. The position, whilst located in Ringwood, may require the provision of services to other teams and programs within EH ICYMHS.

Extensive learning and development opportunities are provided across the program by both discipline specific Occupational Therapy Educators, and the wider Multidisciplinary Allied Health Mental Health Education Team, including professional development sessions and an individualised learning plan designed to work towards meeting targeted competencies for Occupational Therapists working in the mental health & wellbeing program.

Major Duties and Responsibilities

- A Grade 2 Clinician will work towards holding a small designated case load of allocated clients and delivering specialist mental health case management practice in assessment, diagnosis and formulation.
- Skilfully engage consumers, carers, families and supporters to co-create goals for the management and treatment of mental illness, psychological distress, occupational therapy assessment and intervention plans to enable occupations and participation in daily life.
- Co-create sensory modulation assessments, intervention plans and reports to enable occupation, improved mental health and wellbeing.
- Compile and document occupational therapy reports for specific purposes/audiences including National Disability Insurance Scheme (NDIS) Access requests or NDIS plan reviews.
- Work collaboratively with consumers, carers, families and supporters in the development and implementation of individualized recovery plans designed to promote, foster and sustain personal recovery.
- Provide effective evidence-based interventions for consumers with mental health and co-occurring mental health and substance use conditions, forensic histories and/or other complexities.
- Undertake comprehensive mental state evaluation and risk assessment to inform planning and safe practice.
- Contribute occupational therapy expertise to the team clinical reviews, meetings, handovers and case conferences.
- Provide occupational therapy consultation and support to other services, teams and agencies as required to promote appropriate service delivery and care.
- Engage with and support community services and resources to facilitate effective community integration and referral.
- Sound knowledge of the relevant legislation and frameworks for recovery oriented practice pertaining to working in mental health and with children, youth and families.
- 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
- Demonstrate sound knowledge of the relevant legislation pertaining to working in mental health, e.g. Mental Health Act, Children, Youth and Families Act, etc.



- Assist coordinated client care and support monitoring or accountability of clinical activities by documenting clinical services in the case record and completing appropriate and timely service statistics.
- Completion of required clinical documentation, routine outcome measurement and ambulatory contacts within the set timelines.
- Contribute to service improvement through active involvement in Continuous Quality Improvement (CQI) activities, research, evaluation and professional education activities within Eastern Health.
- Contribute to a positive team culture by engaging in team meetings, clinical review, peer supervision and professional development

Key Selection Criteria

Qualifications

The successful applicant will have the following qualifications:

- Registration as an Occupational Therapist with the Occupational Therapy Board of Australia, Australian Health Practitioners Registration Agency.

Experience, knowledge & skills

- Relevant theoretical knowledge, skills and/or experience in the provision of evidence based occupational therapy assessment and interventions in a mental health setting.
- Understanding of, and/or experience in delivering, recovery oriented mental health practice.
- Ability to engage consumers, families, carers and supporters in the development and implementation of individualised plans designed to promote, foster and sustain personal recovery.
- A commitment to working with consumers, families, carers and supporters from a wide range of cultural and social backgrounds and to providing services that are family and gender sensitive.
- Knowledge of the mental health sector, including roles and workings of mental health teams and relevant community resources and services to support people with mental illness.
- Ability and commitment to work collaboratively with consumers, carers, supporters the multidisciplinary team including the lived experience workforce and external agencies.
- Commitment to supervised and reflective practice, lifelong learning and further development.
- Computer literacy and embracing of health technologies and informatics.
- High level of self-awareness and emotional intelligence.
- Demonstrated high level interpersonal skills with consumers, their families and all health care professionals including effective conflict resolution and negotiation.



- Hold a current Victorian driver's licence and Working with Children Check valid for employment purposes.

Desirable

- Student placement and/or work experience in a mental health setting. (Or awareness of key issues with mental health presentations and interest in learning about the clinical mental health and wellbeing sector within a complex health care system such as Eastern Health)

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. Read more about Eastern Health's strategic goals [here](#).

Our Commitment to Diversity, Equity and 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 Torres Strait Islander people, people from the LGBTIQA+ 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](#).

Aboriginal and Torres Strait Islander Candidates

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical support for all Aboriginal and Torres Strait Islander people.

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. For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following to uphold Eastern Health's Promise and Values:

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001



- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring and improvement
- Comply with legislation and accreditation standards
- Ensure service and care are consistent with the Eastern Health approach to patient and family centred care
- 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. For more information, please click [here](#).

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to providing and maintaining 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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position.

For more information about Quality and Safety please click [here](#) and for Staff Wellbeing please click [here](#).

Final 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.



Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against influenza prior to commencing employment.

Application Support

If you need support or adjustments during the application or recruitment process, please contact the hiring manager or our Talent Acquisition team on (03) 9955 7555 (option 1). For current employees please select option 2.

Candidate Statement

I _____ have read, understood and accepted the above position description and associated attachments.

Signed: _____

Date: _____

