



**POSITION DESCRIPTION – Occupational Therapist**

**Part 1 – Expectations for Your Role**

<b>Position</b>	Occupational Therapist
<b>Service / Program</b>	Primary Care, NDIS Childrens Therapy Service
<b>Industrial Instrument</b>	The EACH Health Professionals Enterprise Agreement
<b>Instrument Classification</b>	Grade 2
<b>Reports to</b>	NDIS Childrens Service Team Leader
<b>Effective Date</b>	November 2025

**Key Deliverables**

- Deliver therapy services to children with developmental delay and disability (0-9 years of age) and their families using evidence-based practice.
- Achieve 65% pro rata billable hours in line with productivity expectations.
- Provide services under the National Disability Insurance Scheme and / or fee for service model including relevant productivity targets.
- Identify goals and provide therapeutic support and strategies to address goals.
- Deliver services at home, childcare, kindergarten, school and EACH centres.
- Make appropriate referrals both internally and externally and to undertake secondary consultations in the team.
- Work as a lead practitioner within a key worker, transdisciplinary model and liaise with and support other team members.
- Liaise with external service providers and organisations as required.
- Facilitate group programs.
- Prepare resources for use in children’s natural settings.
- Use a coaching approach to build the capacity of parents and educators.
- Complete all organisational training and compliance.
- To maintain accurate file systems according to the business rules.
- To participate in regular supervision as required by the organisation and continual ongoing commitment to professional development.
- To attend all relevant service and network meetings.
- Participate in quality improvement activities.
- One designated day per week to deliver fee-for-service work under the Chronic Disease Management (CDM) program, including completing required documentation and meeting service expectations.

**Skills**

- Demonstrated ability to interact appropriately with clients and their families.
- High level of communication, both written and oral, to communicate effectively and to relate to a wide range of people.
- Ability to utilise negotiation, conflict resolution and creative problem-solving techniques in service delivery.
- Demonstrated efficient time management skills with the ability to organise, prioritise



- deadlines.
- Ability to utilise Microsoft packages such as Microsoft Word, Excel or database packages.

## Experience and Knowledge

- Demonstrated up to date knowledge of current occupational therapy evidence-based assessment and treatment/intervention techniques.
- Demonstrated knowledge of child development.
- Experience working with vulnerable families and culturally diverse families.
- Demonstrated knowledge of the issues confronting families with children with a developmental delay or disability and the impact on families, and an understanding of the relationship between these contextual issues and the practice of Occupational Therapy.
- An understanding of the key worker model and family centred practice.

## Qualification/Registrations/Licences

- Tertiary qualification in Occupational Therapy (Bachelor's degree minimum)
- Registration with Australian Practitioners Health Regulation Agency (AHPRA)
- Current Australian driver's license and own car
- A cleared NDIS National Worker Screening Check prior to commencement of employment
- A Medicare Provider Number is required, or a willingness to obtain one.

## Physical Requirements

- **Office Environment:** Sit for extended periods and use office equipment.
- **Data Entry:** Handle administrative tasks.
- **Office Mobility:** Move around the office and attend meetings.
- **Light Lifting:** Lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Read documents and communicate effectively in person and via phone/video.
- **Travel:** Travel locally to Each sites and client appointments.

### Why we include physical requirements in our Position Descriptions

We list the physical requirements of a role to ensure transparency and to support equitable access to employment. This information helps candidates understand the nature of the role and identify any workplace adjustments or supports they may need to thrive in it. Our aim is to create an inclusive environment where everyone can perform their role safely and effectively, with the right accommodations in place.

*If you have specific access needs or would benefit from adjustments to the recruitment process or the role itself, we warmly encourage you to let us know. We're committed to working with you to find solutions that support your success.*



**POSITION DESCRIPTION - Employee**

**Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

**Expectation of Employees**

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

**Employee Responsibilities**

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

**Quality**

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

**Safety & Wellbeing**

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

**Child Safe Commitment**

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

**Inclusion and Diversity Commitment**

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

**Key Selection Criteria**

Skills & Behaviours

- Adhere to Each’s Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.