

**POSITION DESCRIPTION – Occupational Therapist****Part 1 – Expectations for Your Role**

Position	Occupational Therapist
Service / Program	Primary Care / Child Development Team & NDIS Child Therapy
Industrial Instrument	The EACH Health Professionals Enterprise Agreement
Instrument Classification	Grade 2
Reports to	Occupational Therapy & Child Development Team Leader
Effective Date	March 2026

Key Deliverables

Therapeutic Service Delivery

- Deliver evidence-based assessment and therapeutic intervention to children aged 0–9 years with developmental delay and disability, and their families, using best-practice frameworks.
- Identify client and family goals and provide individual and group-based therapy, parent coaching, and capacity-building strategies.
- Facilitate group programs and prepare therapy resources for use within children's natural environments.
- Deliver services across home, childcare, kindergarten, school, EACH centres, and community settings.
- Provide services under the NDIS, and community health funding programs.

Key Worker & Transdisciplinary Practice

- Act as a lead practitioner within a key worker, transdisciplinary model, coordinating care and supporting other team members.
- Use a coaching approach to empower parents, caregivers, and educators to embed therapeutic strategies into daily routines.
- Make appropriate internal and external referrals and participate in secondary consultations within the team.
- Liaise with external service providers, schools, early learning settings, and community organisations as required.

Caseload, Productivity & Performance

- Maintain an active caseload and achieve productivity expectations, including a minimum of 65% pro rata billable hours.
- Ensure caseload levels are maintained and updated within required timeframes (within 48 hours) in consultation with the Team Leader.
- Meet service delivery targets across all funding streams while maintaining quality and client-centred care.

Risk Management & Clinical Governance

- Conduct ongoing risk assessments at each client contact, documenting outcomes in TrakCare and escalating concerns to the Team Leader as required.
- Develop, implement, and review therapeutic care plans, documenting goals, progress, and outcomes.
- Prepare timely and accurate reports and clinical documentation in line with organisational and funding requirements.



- Prioritise culturally responsive and inclusive practice, ensuring engagement of vulnerable clients in accordance with funding guidelines.

Compliance, Quality & Professional Development

- Maintain accurate and compliant client records and file systems in accordance with organisational policies and business rules.
- Complete all mandatory training, compliance requirements, and organisational reporting.
- Participate in regular clinical supervision, team meetings, service meetings, and relevant internal and external networks.
- Contribute to quality improvement initiatives and demonstrate ongoing commitment to professional development.
- Foster a collaborative, supportive team culture through knowledge sharing and active participation.

Skills

- Demonstrated ability to interact appropriately and build effective relationships with clients and their families.
- High-level written and verbal communication skills to engage with a wide range of stakeholders.
- Ability to utilise negotiation, conflict resolution, and creative problem-solving techniques in service delivery.
- Strong time management and organisational skills, with the ability to prioritise tasks and meet deadlines.
- Proficiency in Microsoft Office applications (e.g. Word, Excel) and relevant database systems.

Experience and Knowledge

- Demonstrated up-to-date knowledge of evidence-based occupational therapy assessment and intervention techniques.
- Sound knowledge of child and early childhood development, with experience supporting children and families to enhance developmental outcomes.
- Experience working with children with developmental delay or disability and an understanding of the impact on families within diverse and vulnerable contexts.
- Demonstrated experience working within multidisciplinary teams and collaborating with community services and external stakeholders.
- Understanding and application of family-centred practice, the key worker model, and occupational therapy frameworks including CMOP, COPM, and standardised assessments.

Qualification/Registrations/Licences

- Bachelor or Master degree in Occupational Therapy.
- Current registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Eligible for, or willingness to obtain, a Medicare Provider Number.
- Cleared NDIS Worker Screening Check prior to commencement of employment.
- Current WWCC and willingness to obtain national police check within 60 days of commencement.
- Current Australian driver's licence and access to a reliable vehicle with insurance.
- MARAM (Intermediate) training or willingness to complete.



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 locations.

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

- 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. These considerations extend to all of our customers inclusive of priority populations.



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 Compliance

- 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
- Consent to Each sharing relevant personal information with the Victorian Department of Education under Early Childhood Workforce Register obligations (If required for the role).

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.