

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

<b>Position</b>	Occupational Therapist
<b>Service / Program</b>	Primary Care
<b>Industrial Instrument</b>	The EACH Health Professionals Enterprise Agreement
<b>Instrument Classification</b>	Grade 3
<b>Reports to</b>	Team Leader – Occupational Therapy
<b>Effective Date</b>	September 2025

**Key Deliverables**

- Provide clinical leadership, supervision, professional support and clinical direction for clinicians and support staff where required (AHA, admin assistants) to ensure safe and effective service provision to the target population.
- Support clinical supervision and undertake any teaching requirements necessary for student placements.
- Review and update Each clinical practice guidelines and standards as appropriate, with reference to best practice standards and clinical governance.
- Integrate evidence based practice into clinical practice.
- Provide secondary consultation and clinical support to clinicians as required for more complex treatment provisions.
- Participate in performance reviews for clinicians, including the identification and implementation of staff development needs in consultation with the program manager and team leader to ensure alignment with our values, policies and performance targets.
- Actively participate and contribute to the organisation's clinical governance framework, including assisting with assessing credentials and scope of practice of clinicians, undertaking clinical audits and clinical risk management processes and continuously monitoring and contributing to the program's continuous improvement plan.
- Assist in the recruitment process of clinical staff.
- Manage own varied caseload with limited supervision and assist with overseeing the caseload allocation of others.
- Maintain minimum 60% billable hours (pro rata).
- Participation in relevant clinical leadership forums to enhance program performance.
- Role model professionalism in all areas of clinical and non-clinical work at all times.
- Adhere to the protocols set for the team and lead by example in all areas of clinical and professional practice that meets the team and organisation's needs.
- Promote good interpersonal relationships within and outside the discipline area, consistent with our values and service principles at all times.

**Skills**



- Highly developed skills in a wide range of community-based occupational therapy clinical assessment, treatment, and intervention.
- Highly developed communication skills demonstrated with a range of stakeholders.
- Strong interpersonal skills to contribute to a harmonious team and advocate for the service.
- Ability to utilise negotiation, conflict resolution, and creative problem-solving techniques in service delivery.
- Culturally aware and values social inclusiveness as a strength, positively utilising diversity.
- Demonstrated ability to work with others to achieve common goals and disseminate information.
- Ability to lead, mentor, support, and motivate a team of clinicians with the necessary clinical and operational supervision, training, and guidance to ensure quality community-based occupational therapy services.
- Demonstrated ability to ensure services are customer-focused, of high quality, and comply with quality and compliance standards.
- Well-developed computer skills.
- Ability to meet all Key Deliverables with minimal support.

## Experience and Knowledge

- A high level of clinical expertise and experience (providing services to clients with complex presentations based in community settings highly regarded).
- Clinical leadership experience, with thorough knowledge of clinical governance practices.
- Experience in the provision of supervision to occupational therapists and students.
- Demonstrated capacity to work effectively with people from diverse backgrounds, including culturally and linguistically diverse backgrounds.
- Demonstrated commitment to quality improvement initiatives.
- Demonstrated commitment to professional development and quality improvement of self and others.
- Capacity to lead service development and quality improvement initiatives.

## Qualification/Registrations/Licences

- Tertiary qualification in Occupational Therapy
- Postgraduate study in Occupational Therapy (desirable, not essential)
- Current AHPRA Registration
- Certificate in Level 2 First Aid
- NDIS screening check
- Current state-based driver's license

## Physical Requirements

- Able to sit at a computer for 6–8 hours per day.
- Able to walk up stairs.
- Ability to drive between Each locations and to community locations.
- Ability to adjust and carry equipment in/out of cars, in the community (assistive technology such as shower stools, wheelchairs, day chairs).

**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.

### 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.