



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

## About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



## **Expectation of Employees**

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

## **Employee Responsibilities**

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

## **Quality:**

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

## **Safety & Wellbeing:**

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises 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 their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



## **EACH Child Safe Commitment Statement:**

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

## **Key Selection Criteria**

### Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

### Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

### Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

### Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.
- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the



right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.

- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



## Part 2 - Addendum Occupational Therapist Grade 2

This document explains the work of the Occupational Therapist Grade 2 and the outputs they will need to deliver.

<b>Position:</b>	<b>Occupational Therapist Grade 2</b>
<b>Directorate / Service / Program:</b>	<b>NDIS Therapy Services – Mental Health Occupational Therapy and Positive Behaviour Support</b>
<b>Industrial Instrument Name:</b>	<b>HSUA 3 VICTORIAN STAND ALONE COMMUNITY HEALTH CENTRES ALLIED HEALTH PROFESSIONALS ENTERPRISE AGREEMENT 2017-2021</b>
<b>Instrument Classification:</b>	<b>Grade 2</b>
<b>Reports to:</b>	<b>Team Leader, Mental Health Occupational Therapy and Positive Behaviour Support</b>
<b>Effective Date:</b>	<b>September 2024</b>

### About the NDIS Mental Health Occupational Therapy & Positive Behaviour Support service

We are a small but enthusiastic team of Mental Health Occupational Therapists and Behaviour Support Practitioners. We partner with the NDIS to support individuals with mental illness (psychosocial disability) and co-occurring autism spectrum disorder and/or intellectual disability to enable them to develop the skills and confidence they need to take part in everyday activities and to be included in community life.

### Position Summary

The role of Occupational Therapist Grade 2 will provide assessment and intervention for participants aged 12-64 within the Local Government Areas of Casey, Cardinia and Dandenong. Services are primarily outreach via home and community visits.

### Key Deliverables

- Deliver Mental Health OT Services adolescents and adults using evidence-based practice and EACH policies.
- 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 build capacity.
- Demonstrate effective provision of primary, secondary and tertiary consultation services, liaison and linkages with other agencies
- Make appropriate referrals both internally and externally



- Liaise with and support other team members in a positive manner.
- Effectively communicate with external service providers and organisations as required.
- Complete all organisational training and compliance.
- Maintain accurate file systems according to the business rules.
- Participate in regular supervision as required by the organisation and continual ongoing commitment to professional development.
- Attend all relevant service and network meetings.
- Initiate and participate in quality improvement activities.
- Ensure work practice meets state and national professional organisations code of conduct and code of ethics
- Clinical supervision of Grade 1 occupational therapists and/or occupational therapy students

## **Skills**

- Demonstrated understanding of mental health interventions for consumers with complex needs and high risk
- High level of communication skills, both written and oral, to communicate effectively and to relate to clients from a diverse range of backgrounds
- Demonstrated ability to work effectively in a multidisciplinary team structure
- Strong decision making and innovative problem-solving skills, using a systematic approach and maintain a solutions-focus
- 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 and work in a self-directed manner to provide a timely service delivery and meet deadlines.
- Ability to utilise Microsoft packages such as Microsoft Word, Excel or database packages.

## **Experience and Knowledge**

- Experience in conducting functional assessments and implementing an intervention plan based on these findings
- Demonstrated up to date knowledge of current occupational therapy evidence-based assessment and treatment/intervention techniques.
- Knowledge and experience in applying OT practice in community mental health settings
- Experience with sensory assessment and implementing sensory-based intervention plans

## **Mandatory Qualification/s, Competencies and/or 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
- Current Police and Working with Children Check
- A cleared NDIS National Worker Screening Check prior to commencement of employment



**Physical Requirements:**

- Able to sit at a computer for up to 3-4 hours per day
- Ability to walk up stairs
- Ability to drive between houses, community sites and EACH office locations
- Ability to lift 2 kgs