

**POSITION DESCRIPTION - Occupational Therapist - Grade 2****Part 1 – Expectations for Your Role**

Position	Occupational Therapist
Service / Program	Primary Care / SRF and Child Development Allied Health Teams
Industrial Instrument	The EACH Health Professionals Enterprise Agreement
Instrument Classification	Grade 2
Reports to	Team Leader Paediatric Occupational Therapy
Effective Date	March 2025

Key Deliverables

- **Therapeutic Care:** Deliver evidence-based assessment, individual/group therapy, and parent-training for children aged 3.5–12 years, integrating interventions and setting client goals.
- **Cultural Competence:** Ensure assessments support family engagement, prioritizing vulnerable clients per funding guidelines.
- **Risk & Case Management:** Conduct risk assessments, document therapeutic goals, implement care plans, record consultations, and prepare reports.
- **Compliance:** Maintain client records, meet service standards, and achieve performance targets.
- **Team Collaboration:** Contribute to a supportive workplace, attend team meetings, and share knowledge with colleagues and external agencies.
- **Caseload Management:** Maintain required caseload levels within 48 hours in consultation with the Team Leader.
- **Risk Assessment:** Evaluate risk at each client contact, document in TrakCare, and escalate to the Team Leader when necessary.

Skills

- **Occupational Therapy:** Expertise in fine motor, gross motor, sensory processing, play, social, and self-care skills.
- **Capacity Building:** Ability to provide coaching, mentoring, training, and case consultation to educators and families.
- **Communication:** Strong written and verbal skills for professional learning and consultation.
- **Technology:** Proficiency in Microsoft Office, Outlook, and data systems like TrakCare.
- **Time Management:** Ability to prioritize tasks and manage complex caseloads.

Experience and Knowledge

- **Early Childhood Development:** Experience supporting kindergarten educators, parents, and families to enhance children's development.
- **Multidisciplinary Work:** Experience collaborating across teams and liaising with community services.
- **Framework Knowledge:** Understanding of VEYLDF, NQS, and School Readiness priority areas (e.g., communication, wellbeing, inclusion).

Qualification/Registrations/Licences (Mandatory only)

- **Education:** Bachelor's or Master's in Occupational Therapy.
- **Registration:** AHPRA-registered Occupational Therapist.
- **Additional Certifications:** MARAM (intermediate) training or willingness to complete.

Physical Requirements



- **Computer Work:** Sit for 6–8 hours per day.
- **Mobility:** Walk upstairs and travel between our locations.
- **Lifting:** Lift up to 3 kg as needed.



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.