POSITION DESCRIPTION – Occupational Therapist – Grade 3 Clinical	
Part 1 – Expectations for Your Role	
Position	Occupational Therapist – Grade 3 Clinical
Service / Program	Primary Care
Industrial Instrument	The EACH Health Professionals Enterprise Agreement
Instrument Classification	Grade 3
Reports to	Team Leader – Occupational Therapy
Effective Date	October 2026

Key Deliverables

- Manage an independent caseload of clients with highly complex clinical, functional and environmental needs.
- Provide specialist assessment, intervention / prescription and recommendations for complex assistive technology, including customised wheelchair and seating systems, pressure care management solutions, mobility and transfer equipment, and complex home modifications.
- Apply advanced clinical reasoning, risk assessment and stakeholder collaboration to deliver safe, sustainable and person-centred outcomes.
- Provide advanced clinical expertise, specialist consultation, and professional guidance to support safe, high-quality client care. Lead and support clinicians and support staff through clinical leadership, supervision, mentoring, and direction to ensure effective and safe service delivery for 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 70% 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.
- Undertakes role/responsibilities across Each sites/program areas to meet service needs, as directed by Occupational Therapy and Care Management team leader and Primary Care Allied Health Manager.

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

- **Office Environment**: Ability to sit for extended periods and use office equipment.
- **Data Entry**: Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office, navigate stairs, and attend meetings.
- **Visual & Auditory**: Ability to read documents and communicate effectively in person and via phone/video.
- **Equipment Handling:** Ability to adjust, lift and carry assistive technology and equipment in and out of vehicles and community settings, such as shower stools, wheelchairs and day chairs.
- **Travel**: Ability to travel between Each sites and community 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 - Leader (Without Direct Reports)

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.

Leader Expectations

This leadership role is a key member of the Leadership team, collaborating with their Directorate, the Executive Team, and stakeholders to achieve Each's vision and strategic objectives. This role focuses on working across Directorates to address the business's evolving needs, ensuring effective support for broader operations. Leaders are responsible for meeting KPIs, maintaining financial sustainability, and ensuring operations align with Each's values. All leaders are expected to demonstrate strong leadership, model Each's values and behaviours, and foster an inclusive, safe, and engaging culture.

Leader Responsibilities

An Each Leader is responsible for:

- Supporting the Each Strategic Plan and financial sustainability.
- Promoting continuous improvement, learning, and staff wellbeing.
- Ensuring a safe, inclusive, and empowering workplace.
- Leading effective operations and managing risks.
- Fostering innovation, collaboration, and alignment with the organization's vision.
- Ensuring compliance with policies, legislation, and funding requirements.
- Modelling leadership behaviours that reflect Each's values and acting as an ambassador.

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.

Our Commitment to Inclusion at Each

At Each, inclusion is at the heart of how we work, connect and care. We are committed to creating a workplace and services that are safe, welcoming and responsive, where every person feels respected,

valued and able to be themselves.

We celebrate and actively support diversity in all its forms, including Aboriginal and Torres Strait Islander peoples, LGBTIQA+ communities, people with disability, people from diverse cultural and faith backgrounds, people of all ages, and those with lived and living experience of our services.

All employees, volunteers and contractors at Each are expected to:

- Treat others with respect, curiosity and care
- Contribute to a workplace free from discrimination, bullying and harassment
- Engage in culturally safe and responsive ways
- Speak up and take action when behaviours do not align with our values
- Participate in learning to strengthen inclusion, equity and belonging

Key Selection Criteria

Skills & Behaviours

- Strong leadership aligned with Each's values and behavioural standards.
- Proven ability to attract, develop, and retain a diverse, high-performing workforce.
- Commitment to fostering a safe, inclusive culture prioritizing wellbeing.
- Success in building teams, driving collaboration, and achieving strategic goals.
- Confident in engaging and briefing stakeholders.

Desirable Experience, Knowledge, and Qualifications

- Leadership experience in a relevant field.
- Tertiary qualifications in a relevant discipline.
- Collaborative experience within a leadership team.
- Understanding of the Not-For-Profit sector and Health services.

Mandatory Compliance

- Completion of a 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
- 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 & Each's Child Safe Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework. (VIC Only)
- 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.