

Position Description

Position:	Occupational Therapist	Award Level:	SCHADS Level 5
Program:	Help aHead	Location:	TBC
Reporting to:	Clinical Manager		
Position Description Effective Date:	July 2026		

One Door Mental Health (ODMH) (part of Mind Australia) is a leading for-purpose service provider for people living with mental illness, their families, and carers. We use an approach called Recovery 2gether that provides a simple, clear, structured support approach for the people we support, our staff, and the whole organisation.

About the Program

One Door’s Help aHead service will provide holistic, person-led mental health care to people living in Sydney’s inner-south. Funded by the Australian Government via the Central and Eastern Sydney Primary Health Network (CESPHN), Help aHead aims to improve access to mental health support for the community by delivering services that address people’s social, physical and emotional needs. It will provide access to psychological and psychosocial support, care coordination, and local service navigation, with the capacity to scale and meet a wide range of mental health needs, including those with co-occurring conditions or complex psychosocial barriers.

About the Position

As an Occupational Therapist, you will be responsible for conducting assessments, developing treatment plans, collaborating with a multidisciplinary team for holistic care, and providing therapeutic interventions to enhance the daily functioning of the people we support. You will work under general direction of the Clinical Manager.

What we ask of you

1. Actively promote and demonstrate [ODMH values](#).
2. Follow recovery principles and trauma informed care.
3. Work within [ODMH policies and protocol](#).
4. Demonstrate commitment to the care, safety and wellbeing of self and others in work environment.
5. Contribute to learning and development, including by demonstrating an on-going commitment to learning and by sharing learnings with others.

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6. Follow a Person-Led approach, work dialogically and apply the Open Dialogue model of work.
7. Collaborate with people we support on completing and/or reviewing risk assessments to ensure supports are delivered safely.
8. Collaborate with people we support on reviewing and adjusting 'Safety and Wellness Plans' as per service guidelines.
9. Provide comprehensive and flexible therapeutic support services to clients, families and carers including assessments, diagnosis, brief intervention, treatment planning and evaluation, education and research in accordance with professional, ethical and National Standards utilising clinical experience.
10. Provide behaviour support plans and short-term intervention methods of demonstrated effectiveness that are person-centred and evidence based to meet the model of care
11. Contribute to the establishment and attainment of client goals through evidence-based intervention including recommendation and onward referrals as appropriate.
12. Work collaboratively with internal and external stakeholders to promote and facilitate client access to primary mental health care services.
13. Provide clients with care coordination and advocacy to meet their specific needs.
14. Apply professional judgement within the role, adapting routine clinical practice based on valid and reliable evidence for people with complex care needs.
15. Complete intake assessments with people who walk into the centre, self-refer or are referred by another service.
16. Connect the people we support with services who can help meet their needs.
17. Collaborate with colleagues and stakeholders in the community.
18. Complete administrative duties such as case note writing, data recording, inbox management, and creating client files.
19. Participate in relevant Team Meetings, InterVision, Clinical Supervision and Allocations Meetings.
20. Work with autonomy in managing a caseload and administrative duties within established service processes.
21. Carry out all tasks with professionalism, tact, sensitivity, confidentiality and discretion and work calmly under pressure; Problem-solve decisively and responsibly in dealing with difficult situations including clinical issues and managing complaints with the support of the Clinical Manager.
22. Participate in community awareness activities promoting the health and wellbeing of people and liaise with relevant community groups, government and non-government service providers.
23. Participate in quality improvement projects and research.
24. Maintain a working knowledge of current legislation and government policy in relation to mental health and alcohol and other drug disorders.

25. Adhere to and maintain Occupational Therapy Registration Board requirements (AHPRA).
26. Undertake relevant training and professional development, including regular supervision, appropriate to the primary work of the service and ongoing registration requirements.
27. Escalate risk to the Clinical Manager as required.
28. Work under the general direction of the Clinical Manager and provide feedback to support service outcomes.
29. Adhere to and achieve the Program's Key Performance Indicators.
30. Ensure high levels of satisfaction and quality of care for the people we support and their families/friends.

Your key skills and experience

1. Relevant tertiary qualifications Tertiary Qualification in Occupational Therapy with current registration with the relevant professional body (provisional or full registration with AHPRA).
2. Current arrangements for clinical supervision (as per registration requirements).
3. Previous experience in a similar Allied Health clinical role.
4. An understanding of the recovery-based approach to assisting people with mental health concerns.
5. Demonstrated experience in providing clinical assessments and evidence-based mental health interventions.
6. Knowledge of the NSW mental health system and local services; or demonstrated ability to rapidly develop this knowledge.
7. High level of organisation skills with demonstrated ability to prioritise, manage multiple complex tasks concurrently, work under pressure and meet deadlines.
8. Excellent interpersonal and communication skills with the ability to communicate effectively and work collaboratively with internal and external stakeholders to achieve effective outcomes.
9. Highly developed IT competence with Microsoft programs, client management systems, and the ability to adapt to new systems as they are introduced.
10. Demonstrated ability to work as a member of a multidisciplinary team and under the general instruction of the Clinical Manager.
11. Previous experience working in a clinical/healthcare setting.