

Position Description

Position Identification			
Position Title:	Occupational Therapist – Grade 2		
HRIS Position Number:	Not applicable	Effective Date:	June 2026
Location:	All Holstep Health sites as required		
Scope of Practice:	Not applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026 <ul style="list-style-type: none"> Allied Health Professional, Grade 2 		
Organisational Context			
Divisional:	Aged and Primary Care		
Reports to:	Director –		
Program:		Unit :	
Position Summary			
<p>The Occupational Therapist (OT) provides high quality, evidence-based assessment, intervention, education and support to individuals experiencing functional limitations related to injury, disability, chronic disease or ageing.</p> <p>Working within a community and multidisciplinary environment, the role aims to maximise clients' functional independence, mobility and participation in daily life. Services may be delivered in a range of settings including client homes, community locations and clinical environments. Services may be delivered via a range of modes to meet client needs including 1:1, group and telehealth.</p> <p>The role requires sound clinical reasoning, effective caseload management and a commitment to ongoing professional development and evidence-based practice. The clinician works collaboratively with internal and external providers to deliver coordinated care and contributes to client education, service development and quality improvement</p>			
Position Accountabilities			
Responsibilities	Clinical Practice <ul style="list-style-type: none"> Integrate information from multiple sources to form a comprehensive assessment regarding complex client presentations and diagnosis (as relevant to the practice context) and the individual-specific, psychosocial factors that may influence successful care and decision making Work collaboratively with clients (and carers where appropriate) to support shared decision-making, including identifying goals and developing care plans that reflect client preferences, values and choices Independently formulate, implement, document and take accountability for an effective and tailored care / management plan and intervention for the client Provide interventions aimed at improving mobility, function, independence and quality of life. Deliver individual and group-based programs where appropriate. Evaluate the management plan/intervention/group for effectiveness, efficiency and quality, and accurately document the outcomes 		

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	<ul style="list-style-type: none"> • Exercise sound clinical judgement to modify interventions in response to complexity, risk and changing client needs • Modify the treatment/intervention as appropriate to the complexity of the client's presentation and vary the treatment as necessary to meet the client's changing needs • Provide education to clients, carers and the community to support self-management and health literacy. • Evaluate the evidence from literature and research to determine appropriate actions to ensure evidence based practice is undertaken
	<p>Multidisciplinary Collaboration</p> <ul style="list-style-type: none"> • Engage team members and other relevant healthcare professionals in the development and implementation of strategies that meet specific client care needs • Work collaboratively with multidisciplinary teams to coordinate client care, including contributing clinical input to support decision-making in more complex cases • Establish, maintain and value professional relationships with other service providers, and work to understand their role and capacities in the provision of each client's care • Contribute to a positive culture within the program and foster a multidisciplinary approach to client care. • Participate in case conferences and shared care planning where required, and actively contribute to clinical discussions to influence care planning and outcomes
	<p>Documentation and Administration</p> <ul style="list-style-type: none"> • Maintain accurate and timely clinical documentation, reports and client records. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Independently manage and prioritise a caseload, including clients with increased complexity, to ensure effective and timely service delivery • Collect and record service activity data in accordance with organisational and funding requirements. • Examine own values, beliefs, communication style and experiences to develop a deep understanding of how these may influence behaviour and action in the workplace, and act to manage any negative influences • Use self-reflection techniques effectively to enhance care provision and interpersonal relationships within the service • Identify personal and professional development needs, and plan and implement strategies for achieving these • Delegate work appropriately to the Allied Health Assistants and provide accountability and work within the guidelines of supervision/delegation • Contribute to the education and development of others, as appropriate to own role and level of experience, including sharing knowledge and supporting less experienced staff where appropriate • Participate in supervision arrangements and demonstrate commitment to the process of operational and clinical supervision • Identify and participate in quality initiatives as agreed with the people leader, and contribute to the identification of improvement opportunities within own practice and the broader service

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<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with OHS Frameworks. The incumbent must champion continuous improvement of OHS practices. Actively contributes to a safe environment by identifying, reporting and mitigating infection risks in accordance with infection prevention and control standards, policies and procedures <p>Physical Inherent Requirements (PIR)</p> <ul style="list-style-type: none"> Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes Sound upper limb joints, with the ability to withstand repetitive upper limb activity May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> Assessing, monitoring and reviewing emerging risks Identify and analyse risk against the corporate risk appetite – understand where major areas of risk exist and ensure level of acceptable risk exposure according to corporate risk appetite Supporting risk management framework across Holstep Health Understand and implement accreditation standards that apply to team and organisation Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. <p><i>Holstep Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGBTIQ+ community and those living with a disability to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Holstep Health's Capability Matrix.</p>
<p>Key selection criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> Approved qualification in Occupational Therapy Current registration with AHPRA Minimum 5 Years experience providing Occupational services in community, rehabilitation or clinical settings Strong clinical assessment and problem-solving skills Highly developed interpersonal and communication skills Ability to work both autonomously and within multidisciplinary teams Strong organisational and time-management skills Ability to work with diverse populations which may include people with disability, chronic illness and, children and older adults

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	<ul style="list-style-type: none"> • Cultural awareness and ability to work with diverse communities
Desirable	<ul style="list-style-type: none"> • • Experience working with clients with range of clinical presentations • Experience working within multidisciplinary teams • Experience delivering group programs or client education • Eligibility for membership with the OT Australia
Checks, Licences and Registration	<ul style="list-style-type: none"> • National Police check • Evidence of rights to work within Australia • Working with Children check • Current full or probationary drivers licence • Immunisation Category A • Statutory Declaration • CPR & First Aid Certificate (Must obtain within 1 month of employment) • Professional qualifications • AHPRA