

Position Description

Occupational Therapist

Position Title:	Occupational Therapist Grade 2
Manager (reports to):	Team Leader Lead Allied Health
Division:	Client Services
Program:	Allied Health
Primary Location:	As per Contract
Other Location:	Additional sites as required
Classification (Grade/Level):	Occupational Therapist Grade 2 – level dependent on experience
Enterprise Agreement or Award:	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022–2026 or its successor

Better Health Network

Better Health Network (BHN) is a not-for-profit organisation providing integrated health and wellbeing services to people of all ages in communities across south-eastern Melbourne. We proudly provide a wide range of services to support healthy living, general wellbeing and social connection. These include specialist medical services, dental and allied health, nursing and counselling services, as well as aged care social supports and NDIS disability services. With the vision, *Your health, your choice, your way*, we exist to deliver accessible services that meet the needs of our communities and use our influence to create positive change.

Position Objective

This role is responsible for delivering high-quality Occupational Therapy (OT) services to clients, promoting health, independence, and safety to enable continued living in the community. The position supports program and organisational goals, ensures effective and efficient service delivery across diverse funding streams, and demonstrates a commitment to BHN's vision, strategic priorities, and high standards of care.

The client population is primarily older adults, many of whom have chronic and complex presentations, however, the program caters for all adults. The role requires relevant clinical expertise, strong interpersonal and professional skills, and collaboration with internal and external stakeholders within a multidisciplinary team to optimise client outcomes.

Key (Professional) Responsibilities

- Deliver evidence-based Occupational Therapy services, including assessment, goal setting, care planning, and therapy interventions, including home assessments, advice on activities of daily living, home modifications, and assessment of, and training in the use of assistive technology and equipment.
- Work collaboratively as a member of the (multidisciplinary) team and wider organisation to best meet client's needs and priorities, including referrals to other disciplines or agencies as indicated.
- Provide education to clients within a self-management framework.
- Delegate appropriately, and provide support, education, and direction to Allied Health Assistants.

Position Description

Occupational Therapist

- Maintain credentialing for, and submit applications for home modifications and equipment through relevant funding agencies (including My Aged Care, Statewide Equipment Program (SWEP) as appropriate.
- Maintain current knowledge through professional development relevant to the role, including participation in supervision and case reviews.
- Maintain client records, documentation, and statistics according to BHN policy.
- Achieve performance targets and KPIs, monitor progress, report outcomes, and implement feedback for continuous improvement.
- Provide supervision, education and direction to students and Grade 1 Occupational Therapists.

Organisational Responsibilities

(Self) Leadership:

- Stay current with industry developments, enhancing professional knowledge and technical skills to maintain best practice.
- Adapt to organisational needs, undertaking additional responsibilities as required to support BHN's operations and strategic priorities.
- Ensure ongoing compliance, adhering to relevant legislation, funding guidelines, service standards, and contractual obligations.

Occupational Health & Safety:

- All employees are responsible for taking reasonable care of their own health and safety, as well as the safety of others affected by their actions at work, and for adhering to BHN's Occupational Health & Safety frameworks.

Risk Management:

- Actively identify, report, and manage risks to ensure a safe and efficient work environment.

Quality:

- Follow BHN's policies and procedures to ensure compliance and consistency in service delivery.
- Engage in quality improvement initiatives and actively involve clients in these activities when applicable.

Behavioural:

- All employees are expected to demonstrate behaviours and capabilities that align with our organisational values of Accountability, Collaboration, Respect, and Courage. These expectations are tailored to the level of responsibility associated with each role. The specific capabilities for this position can be found in BHN's Values Capability Matrix.
- Perform duties in accordance with BHN policies and procedures.
- Undertake other duties as reasonably directed.

Working Relationships

Direct Reports:

- Nil

Position Description

Occupational Therapist

Internal working relationships include:

- Allied Health Team (Including Occupational Therapy, Physiotherapy, Podiatry, Dietetics, Allied Health Assistants, Community Health Nursing and all other client services)
- Program Lead, Allied Health
- Program Manager, Allied Health
- Administrative and Support Staff

External working relationships include:

- My Aged Care Service Providers (including, home modifications providers, GEAT2Go, MAC, Assessment and Provider organisations,)
 - Equipment Suppliers
 - Local, State and Commonwealth government agencies including DFFH, DoH
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Key Selection Criteria

Essential Qualifications

- Tertiary qualification in Occupational Therapy.
- Current registration with AHPRA.

Essential Experience

- Demonstrated ability to provide OT services to clients with diverse backgrounds and multiple and complex needs.
- Demonstrated ability to provide specific OT services and programs, including home assessments, advice on activities of daily living, home modifications, and provision of assistive equipment.
- Registered or eligible for registration as an equipment Prescriber with the Statewide Equipment Service (SWEP).
- Demonstrated knowledge and experience of the health, aged and disability service system including My Aged Care / CHSP, HACC PYP, Support at Home program.
- Ability to provide health support and education to clients within a self-management framework.
- Commitment to, and enthusiasm for, working with the primary client group.
- Well-developed organisational, assessment and problem-solving skills.
- Excellent interpersonal, communication and negotiation skills.
- Demonstrated skills in networking and collaborative practice with relevant service providers.
- Proficiency in digital and computer programs including Microsoft Word, Teams, Excel and Client records system (e.g. TrakCare).

Essential Skills and Attributes

- Demonstrated understanding and commitment to Community Health philosophy. Knowledge of chronic disease management approaches and the Social Model of health.
 - Strong interpersonal skills and ability to work with complex clients and challenging behaviour.
 - Excellent written and verbal communication skills.
 - Current drivers licence and ability to drive within the BHN catchment area.
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Inherent Requirements

Position Description

Occupational Therapist

BHN endeavours to provide a safe working environment for all staff. The below describes the critical inherent requirements associated with this job.

Physical

- Frequent movement, standing, sitting and computer tasks, manual handling, or use of equipment in line with role/task requirements

Cognitive

- Attention to detail and task accuracy to minimise risk to self and others.

Psychosocial

- Exposure to emotional situations; resilience required to manage stress.
- Must report hazards, incidents, and follow safe work procedures (WHS duty of care).

Compliance

Compliance Responsibilities:

It is the responsibility of both the Manager, and Incumbent(s) of the role to ensure the employee(s) performing the role meet relevant requirements of Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes. It is the responsibility of both the Manager, in partnership with People and Culture, to ensure that probity checks remain compliant.

Probity checks must be completed as indicated

<input checked="" type="checkbox"/> National Police Check [Mandatory]*	<input checked="" type="checkbox"/> Working with Children Check [Mandatory]
<input checked="" type="checkbox"/> Evidence of Right to Work in Australia [Mandatory]	<input type="checkbox"/> NDIS Worker Screening Check
<input checked="" type="checkbox"/> Statutory Declaration Aged Care Statutory Declaration	<input type="checkbox"/> Aged Care Worker Banning Order Check
<input type="checkbox"/> Professional Registration Choose an item.	<input type="checkbox"/> First Aid Certificate
<input checked="" type="checkbox"/> Current full or probationary driver's licence	<input type="checkbox"/> Vaccination Requirement Category Choose an item.
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Please refer to the Credentiailling and Scope of Practice Policy for further information and the Immunisation Policy for details regarding immunisation categorisation, please note all Category A workers are required to be vaccinated annually for seasonal influenza. *International Police Check required if the person has lived in any other country for at least 12 months in the past 10 years.

Position Description Authorised by:

Position Title:	Program Manager Allied Health		
Program/Team:	Allied Health		
PD Version Number:	Version 1	Date:	20/11/2025
People and Culture Review			
People & Culture Signature:		Date:	