

Position Description

Position Title:		Occupational Therapist – Prevention and Complex Care	
HRIS Position Number:		Effective Date:	August 2025
Location:		All Holstep Health sites as required	
Scope of Practice:			
Delegation of Authority:		Refer to Delegation of Authority Policy	
Agreement/Classification *For HR use only		Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026 Grade 2 AHP	
Organisational Context			
Divisional:		Aged and Primary Care	
Reports to:		Director – Aged and Primary Care	
Program:		Prevention and Complex care	Unit : Prevention and Chronic Illness Care
Position Summary			
Occupational Therapists funded under the Home and Community Care Program for Younger People (HACCPYP) program provide services to clients under the age of 65 (under 50 for Aboriginal and Torres Strait Islander people), who have a functional disability that risks a loss of independence. The position works with people, and their carers, to provide Occupational Therapy clinical assessment and intervention to improve or maintain a person’s capacity to independently manage their everyday activities, manage chronic disease and/or manage safely at home and in the community. Being HACCPYP funded, this position aims to maximise clients’ and carers’ functional independence and their ability to participate fully in the community			
Position Accountabilities			
Responsibilities		Clinical - Ensure all clients have access to high quality, efficient and effective Occupational Therapy services based on the best available evidence and consistent with accepted professional and Organisational polices and procedures - Provide a high standard of Occupational Therapy clinical care including assessment, treatment, recommendations, education, appropriate and timely referrals and discharge for clients. - Client-centred SMART goal setting and care planning including multi-disciplinary case conferencing and provision of recommendations and/or interventions to support the client to achieve their goals. - Strengths- based assessment of clients to identify current strengths and valued activities impacted by their altered capacity, including a focus on the functional skills required to achieve goals as identified by the client. - Development, maintenance and/or restoration of skills for clients and carers, including carer support and training (eg. Activities of daily living, community access) - Development and maintenance of partnerships with internal and external providers (eg. GPs, housing providers, equipment suppliers, builders,	



Position Description

	hospitals, community groups) to advocate for clients and improve continuity and coordination of services. • Standard and complex equipment assessment, customization, trial, prescription and related client education. • Prescription of minor and major home modifications and use of relevant standards as a guideline to best practice. • Completion of relevant documentation to ensure client's goals are met. e.g. SWEP applications, Housing advocacy. • Health education (both on an individual basis as well as part of group programs), particularly with a focus on chronic conditions, reablement and restoration of function. • Involvement in Occupational Therapy student placement planning, supervision and feedback. General Duties • Participation in planning, designing and implementation of group programs that operate across different sites of Merri Health. • Contribute to development of new groups/projects aligned with program strategic goals. • Accurate and comprehensive documentation and communication in the client information management system and with referrers, service providers and stakeholders in accordance with Merri Health documentation policy and best evidence-based practice. • Ensure that services are provided in a manner respectful of the languages, literacy levels, cultural beliefs and practices of our clients. • Accurately record data as required by agency and funding bodies, and ensure timely follow up on data quality reports as requested by the Team Leader. • Support the Prevention and Complex Care program staff in facilitating multidisciplinary student placements. • Adhere to the Merri Code of Conduct, Merri Health Organisational and Program policies, procedures, work practices and instructions. • Support and supervise the practice of Allied Health Assistant staff (if required). • Participate in relevant networks and forums and maintenance of links with key external agencies. • Contribute to a positive culture within the Prevention and Complex Care program and foster a multidisciplinary approach to client care. • Participate in and utilise the Individual Performance Review (IPR) process, self-reflection, clinical and operational supervision and client feedback to identify and address individual training, skills and development needs • Utilise time and resources efficiently. • Display an understanding of QI improvement principles and actively participate in QI activities Other Duties • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake any reasonable additional tasks as directed by Merri Health. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Practice complies with professional registration, national code for health care workers and delegated scope of practice.
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Position Description

Safety and Risk	Occupational Health & Safety (OHS) • 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. • Additionally all employees have a duty of care to maintain their health and wellbeing when working within flexible working arrangements, between home office, kindergartens, and Holstep Health offices Physical Inherent Requirements (PIR) • 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 Quality & Risk • 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. <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 LGBTIQA+ community and those living with a disability to join our workforce.</i>
Capabilities	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.
Key selection criteria	
Essential	• Degree in Occupational Therapy and current registration with AHPRA • Demonstrated experience providing Occupational Therapy assessment and management for adults and younger clients with disabilities and adults with complex and chronic disease. • Demonstrated and effective interpersonal and communication skills, both written and verbal • Eligible for credentialing with SWEP • Proven ability to work autonomously and in a multidisciplinary team. • Experience in chronic disease self-management education

Position Description

Desirable	• Experience with the use of technology to support service delivery in the home setting environment • Experience working in a community setting • Experience working with people with low health literacy, socioeconomic disadvantage and from CALD backgrounds • Knowledge and/or working experience of the National Disability Insurance Scheme
Checks, Licences and Registration	• National Police check • Statutory Declaration • Immunisation Category A • Relevant Qualifications • Australian Work Rights • Working with Children's Check (WWCC) • Current full or probationary driver's licence