Position Description

Occupational Therapist G2

Classification:	Occupational Therapist Grade 2 (VF6 – VF9)
Business unit/department:	Allied Health / Occupational Therapy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☒ Royal Talbot Rehabilitation Centre ☒ Other ☐ (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Full-Time or Part-Time
Hours per week:	As per contract
Reports to:	Grade 3 senior clinician OT
Direct reports:	Grade 1 OT and AHA staff
Financial management:	Budget: N/A
Date:	October 2026

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

The Grade 2 OT will have well-developed clinical skills in client-centred assessment, intervention, and complex discharge planning. They will work in a clinical area to deliver high-quality, best-practice care. They will work under the supervision of their grade 3 and a site lead grade 4 to manage workloads, ensure an even distribution of clinical and non-clinical work, and contribute to an effective service. The grade 2 will also support the learning and development of our grade 1 workforce and students, with support from our senior team. The grade 2 will hold portfolio responsibilities, be an active member of working groups for OT and/or Allied Health and be involved in quality projects with the support of our quality leads. All grade 2 roles are rotational, and the position holder may need to rotate to other sites or clinical areas to meet service demands.

About Occupational Therapy

This position is based within Austin Health's Occupational Therapy Department. This department forms part of the Division of Allied Health, which comprises the following services:

- Allied Health therapies: Physiotherapy, Social Work, Speech Pathology, Occupational Therapy, Nutrition and Dietetics, Orthotics & Prosthetics, Podiatry, Clinical and Neuropsychology and Creative and Leisure Services
- Tracheostomy Review and Management Service
- Spiritual Care
- Language Services
- Ngarra Jarra (Aboriginal Health) Program
- Disability Liaison Officer Program
- Ability@Austin

The Occupational Therapy department is committed to promoting the highest levels of Occupational Therapy service for our patients. To achieve this goal, the department will lead and excel in research, teaching, and person-centred, evidence-based practice.

The Department provides services on all three campuses of Austin Health, across all Divisions. The department provides care across the continuum from the Emergency Department through bed-based services and ongoing ambulatory care, including NDIS service provision.

The clinician employed in this position reports to their grade 3 or grade 4 stream leader and may be expected to travel across campus as required. They will adopt a flexible approach to clinical caseload management and care provision during planned and unplanned leave.

The Occupational Therapy department has 5 streams, as listed below; each stream is led by a Grade 4 Stream Lead.

Outpatients- Heidelberg Repat Hospital
Acute- Austin Hospital
Aged care- Heidelberg Repat Hospital
Rehabilitation- Royal Talbot Hospital
Better@Home- Austin Hospital

Position responsibilities

Role Specific

Clinical Care

- Manage an individual clinical caseload and support their service area to meet their clinical demands by taking on the caseload of others as needed
- Support the grade 3 and grade 4 to deliver a high-quality service within a clinical team of care within the context of departmental and Austin Health aims, priorities and strategic plan
- Apply Occupational Therapy principles to a diverse range of conditions to determine appropriate treatment options and discharge plans

- Builds effective relationships with staff, colleagues and service providers to ensure optimal outcomes for patients
- Support the grade 3 and grade 4 to ensure the standard of the discipline services provided within the clinical stream are world's best practice and are based on latest available evidence and expert opinion
- Undertake and model evidence-based practice principles and interdisciplinary care
- Attend team meetings / ward rounds as per unit protocols / procedures

Management/supervisory

- Provide high level supervision and clinical support to grade 1 and AHA staff as required
- Contribute to a team environment which promotes a positive culture, opportunity for learning and development, safety and welfare of employees and role model behaviours that support this environment
- Ensure safe work practices and environment in accordance with Austin Health Policies as varied from time to time

Governance and Teaching

- Initiate and provide teaching/clinical guidance to other members of the department utilising expertise through, for example, direct teaching, team meetings and continuing education forums
- Ensure processes and practices are in place to maintain high quality patient care
- Support student placements and provide input to the clinical education lead for OT to ensure Austin Health maintains its reputation for outstanding student education
- Contribute to teaching and training resources to support ongoing staff education and development
- Provide training and education to colleagues and other hospital staff on issues pertaining to their discipline
- Ensure a high level of work quality for yourself and the team by monitoring work performance and modifying practices as necessary to ensure clinical care is in line with agreed standards

Quality and Risk

- Ensure personal compliance with mandatory training requirements
- Comply with the requirements of the NDIS Quality and Safeguards Commission as required
- Develop, implement and monitor goals and objectives, policies and improvement projects regarding clinical practices, service delivery and administration of clinical services

- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Strive towards continuous improvement, by initiating, participating and continuously evaluating the quality and outcomes of service design and intervention
- Provide ongoing analysis, review and evaluation of the services provided to patients as requested by stream leader or OT manager

Professional Development

- Engage in professional development opportunities within the designated area in line with individual PRDs, and the strategic objectives of the department and organisation
- Ensure that all supervisees have an annual Performance Review and Development Plan (PRD) and regularly review this plan to ensure staff development needs are met
- Participate in regular supervision with the manager and complete annual PRD
- Undertake education and training to ensure clinical practice is evidence based

Research

- Support the culture of the OT department that strives for continuous improvement to deliver the best possible care for our patients
- Support the implementation of research projects pertaining to the relevant area of clinical expertise as part of the departmental research program
- Promote and role model behaviours that support the culture of scientific activity, providing support and education for others in the department to identify and undertake research, presentation and publications

Information Management

- Ensure the appropriate dispersion of information to staff
- Record in patient medical files according to policy/ procedure and Austin Health documentation standards
- Adhere to Austin Health's policies for use of Information Technology
- Meet activity and reporting timelines for projects and committee work
- Maintain and store minutes of meetings in areas of responsibility
- Record accurate statistics as per policy and procedures

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively

contribute to organisational quality and safety initiatives

- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

Selection criteria

Essential skills and experience:

- Demonstrated clinical skills and awareness of OT clinical practices in relevant clinical area
- An ability to work autonomously, problem-solve, prioritise tasks to meet deadlines and an awareness of when to seek assistance if required
- Demonstrated ability to approach challenging situations positively and proactively
- Demonstrated ability to work well in a team environment and has the skills to promote team engagement
- Demonstrated history and commitment to professional development and ability to translate knowledge and evidence into practice
- Demonstrated ability to participate in the development of grade one staff, allied health assistants (AHAs) and students
- Demonstrated awareness of the quality improvement processes within a large public health department
- Demonstrated awareness of the NDIS and synergies with the public health system
- Willing to complete and fund NDIS Worker Screening Check if required by the role
- High level written and verbal skills
- Current drivers licence

Desirable but not essential:

- Experience working in a public health setting

Professional qualifications and registration requirements

- Bachelor's degree (or higher) in Occupational Therapy
- Current registration with AHPRA

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Promote and participate in the evaluation and continuous improvement processes
- Comply with the principles of person-centered care
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time)
- Comply with all Austin Health mandatory training and continuing professional development requirements
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy
- Work across multiple sites as per work requirements and/or directed by management

General information

Cultural safety
Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer
We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment
We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.