Position Description

Occupational Therapist Grade 2

Classification:	Occupational Therapist Grade 2 (VF6 – VF9)
Business unit/department:	Health Independence Program Community Rehabilitation Services
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
Hours per week:	38 (+ ADO)
Reports to:	Clinically: CRS Senior Occupational Therapist Operationally: CRS Team Leader
Direct reports:	Nil
Financial management:	Nil
Date:	November 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, 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 Occupational Therapist will work as a member of the HIP Community Rehabilitation Services Team; an interdisciplinary team of allied health professionals providing therapy to clients receiving home based and centre based services. The work will involve occupational therapy assessment and management of clients at home, in the centre or in the community to optimise or maintain independence and functional capacity. This position will be based at the Heidelberg Repatriation Hospital and Royal Talbot however it is an expectation that staff will work across all Austin Health sites as required.

The HIP Occupational Therapist will:

- Work as an effective member of the Health Independence Programs (HIP) team, assisting clients and their carers to navigate the health service system and contribute to the provision of high quality, accessible, flexible and client-centred service provision.
- Work with patients with Neurological, Musculoskeletal, spinal, and aged related conditions.
- Be an active member of the HIP service, participating in the ongoing development of the service.

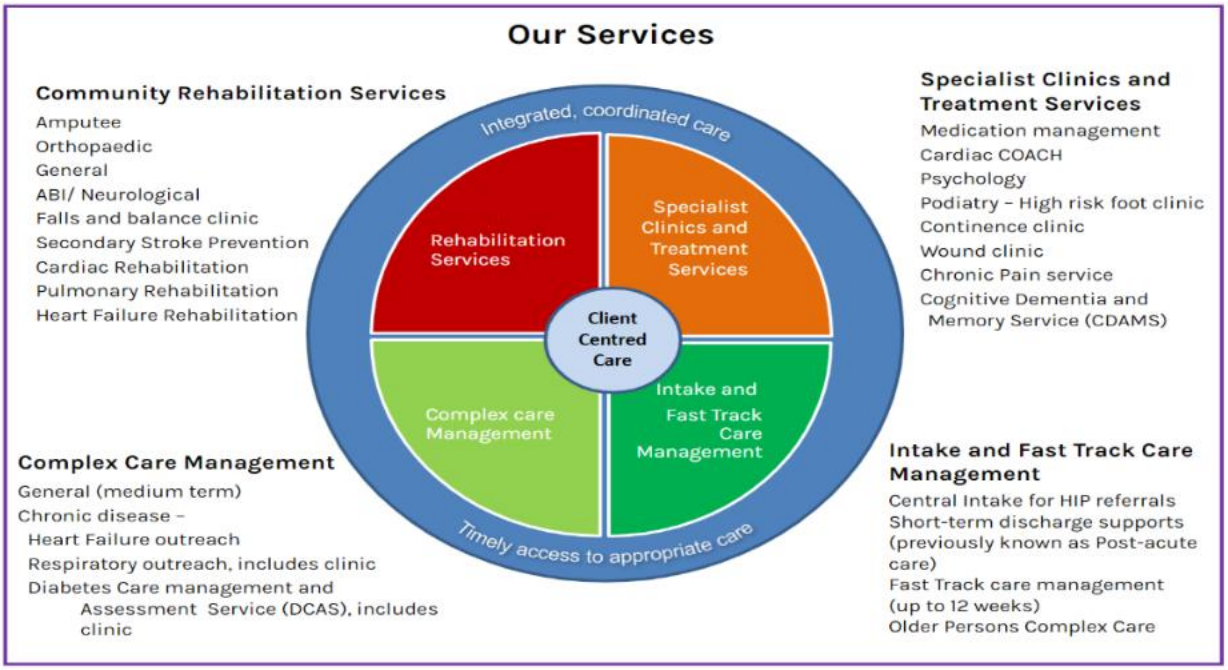
The HIP Rehabilitation Service Occupational Therapist will have responsibilities across the health service and will travel between all three campuses and client's homes when required.

About the Health Independence Program and Community Rehabilitation Services

Austin's Health Independence Program (HIP) is funded by the Victorian Department of Health and Human Services and is part of the Continuing Care Division. HIP provides multi-disciplinary services that support people with health problems and other complex conditions to optimise their function and self-management skills so that they can live independently and well in their homes and community.

The Health Independence Program encompasses many of the services that deliver health care to support the transition from hospital to home. These services can also prevent the need for a hospital presentation or stay, with people able to access these services directly from the community. At Austin, the Health Independence Program encompasses the following services which aim to provide integrated and coordinated care that responds to the client's needs and goals.

The Community Rehabilitation team offers an inter-disciplinary program to HIP eligible clients with rehabilitation goals living in the local community with a wide range of conditions. The team offer individual and group therapy, in the centre, home-based and via telehealth, as part of a rehabilitation program.



Position responsibilities

Role Specific:

- To assess Community Rehabilitation Service clients and devise OT intervention priorities and goals in consultation with the client, family or caregivers.
- To liaise with clients, and family or caregivers regarding the clients' assessment, treatment and progress.
- To conduct assessment and treatment sessions in the home, community or centre based.
- To provide evidence-based, goal oriented, client-centred treatment in a safe and effective manner.
- To supervise Allied Health Assistants appropriately and be responsible for tasks delegated.
- To supervise the Grade 1 Occupational Therapist.
- To be actively involved in team case conference and family meetings.
- To be actively involved in discharge planning to ensure a safe and well planned discharge, including attendance of complex case discussions as required.
- To liaise with funding bodies and provide necessary documentation for equipment funding requests.
- To ensure adequate hand-over of caseload when on leave.
- To participate as a member of an interdisciplinary team.
- To demonstrate awareness of patient flow and appropriate Length of Stay.

Administration:

- Commence and maintain required clinical records and statistics in the relevant databases, including Scanned Medical Record (SMR), Austin Community Vue (ACV) & Cerner.
- Actively and positively participate in interdisciplinary team meetings, case conferences and planning meetings.
- Participate in the development and application of program policies and procedures to support the ongoing development and improvement of HIP services.
- Actively ensure all administrative documentation is completed in a manner consistent with organisational policies and procedures, legislative and regulatory requirements.
- Assist in provision of leave cover across the HIP as required.
- Achieve KPI's as mandated by team leaders
- Carry out other duties as delegated by the Manager Health Independence Programs and Team Leader (as designated).

Teaching, Training and Development:

- Contribute to the development and promotion of HIP services, internally and externally.
- Maintain professional expertise through professional development initiatives and opportunities.
- Act as clinical resource for colleagues and other staff.
- Promote the integration of research into practice, preserving clients' rights and ethical standards.
- Actively participate in and contribute to quality improvement initiatives.
- To provide in-service training to nursing, medical, allied health staff and students as required.
- To supervise undergraduate/post graduate occupational therapy students, as negotiated with Community Rehabilitation Team Leader and Senior Occupational Therapist.

Quality and Risk:

- Maintain an understanding of individual responsibility for patient safety, quality & risk.
- Ensure personal compliance with mandatory training requirements.
- Comply with the requirements of the National Safety & Quality Health Service Standards e.g. participate in audits, represent CRS on committees etc.

- Maintain a safe working environment for yourself, your colleagues, patients and members of the public. Report incidents or near misses that have or could have impact on safety
- 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 the Team Leader or HIP Management

Selection criteria

Experience:

- A minimum of 3 years of experience in Occupational Therapy assessment and intervention, predominantly in the area of rehabilitation, eg. Neurological, Musculoskeletal and Aged Care Rehabilitation.

Specific Skills:

- Comprehensive knowledge of health, disability, adjustment issues and group dynamics for a diverse group of rehabilitation clients, their families and significant others.
- Advanced written and verbal communication skills, including the ability to communicate with clients, their families, the clinical team and other hospital and community based health professionals.
- Demonstrated organisational ability in time and caseload management.
- Demonstrated ability to work autonomously, flexibly and effectively as part of a client focussed interdisciplinary rehabilitation team working in the community setting.
- Demonstrated ability to promote and implement comprehensive client case management, including complex problem solving skills, client advocacy and liaison.
- Demonstrated commitment to a client-centred and interdisciplinary approach to service provision.
- Demonstrated knowledge of how to refer clients to community resources.
- A commitment to professional development and evidence based practice.
- Commitment to quality, best practice and environmental safety
- Ability to problem solve in a variety of complex situations
- Ability to identify opportunities for process improvement or redesign
- Ability to initiate and manage projects
- High level of competency with MS Office applications including MS Excel and Powerpoint
- Evidence of a current Victorian Driver's Licence and willingness to drive for work related activities.

Personal attributes:

- Flexible and creative approach to work.
- Ability to manage change.
- A commitment to Austin Health values: Our actions show we care, we bring our best, together we achieve, we shape the future.

Desirable but not essential:

- Training and experience in the supervision of junior staff and students, including planning and co-ordination of student placements
- Case management skills eg. experience coordinating a client's care plan.

Professional qualifications and registration requirements

- Bachelor of Applied Science (Occupational Therapy) or an equivalent qualification from a WFOT approved school.
- Current National Registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (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.