

# Position Description

## Position Title: Occupational Therapist Grade 2

<b>Classification:</b>	Occupational Therapist Grade 2
<b>Business unit/department:</b>	Mary Guthrie House - Neuropsychiatry Unit Mental Health Division
<b>Work location:</b>	Austin Hospital <input type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Mental Health Services Enterprise Agreement 2020-2024
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	22.8
<b>Reports to:</b>	Nurse Unit Manager
<b>Direct reports:</b>	NIL
<b>Financial management:</b>	NIL
<b>Date:</b>	February 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.

Austin Health is one of Victoria’s largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviors of our people. We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further.

We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

## Position purpose

The Occupational Therapist will have established clinical knowledge and skills to work with clients experiencing acquired brain injury and mental health challenges. The Occupational Therapist will provide clinical leadership and client advocacy as a member of the broader inpatient multidisciplinary team and will work within a recovery focused approach to service provision.

## About the Directorate/Division/Department

The Mental Health Division provides care and services through a comprehensive range of teams to meet the needs of mental health consumers and carers throughout Victoria. Services are located across Austin Health campuses and in the community.

All mental health services work within a clinical framework that promotes recovery-oriented practice and supported decision making. This approach to client wellbeing builds on the strengths of the individual working in partnership with their treating team. It encompasses the principles of self-determination and individualised treatment and care.

Mary Guthrie House (also known as the Brain Disorders Unit) is a unique, multi-component neuropsychiatry unit located at the Royal Talbot Rehabilitation Centre in Kew.

This state-wide service specialises in providing individualised, slow stream recovery support to adults with an Acquired Brain Injury (ABI) or neurodegenerative condition, and associated mental illness, including responsive behaviours. The unit has a neuropsychiatric rehabilitation focus, working collaboratively with consumers to improve and maintain functional independence and to live their best life, as they define it.

### About Mary Gurthire House:

Mary Guthrie House comprises of:

#### Heath Unit

A 10 bed secure neuropsychiatric assessment unit providing specialised multidisciplinary assessment, consultation and recommendations for appropriate recovery pathways with supported discharge planning, in collaboration with consumers, families and carers.

#### Wattle Protea Unit

A 20 bed neuropsychiatric recovery program, providing slow stream, rehabilitation focussed recovery support; working collaboratively with consumers, families, and carers towards supported discharge to long term community accommodation.

## Position responsibilities

The Occupational Therapist reports to the Nurse Unit Manager is and is professionally accountable to the Mental Health Division Occupational Therapy Discipline Senior.

### Role Specific:

- Display a clear understanding of the principle of recovery orientated practice and its



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

implementation within a clinical setting.

- Provide specialist occupational therapy assessment and intervention services for consumers within Mary Guthrie House.
- Provide an occupational therapy perspective and consultation to the multidisciplinary team and key stake holders.
- Initiate, implement, and evaluate individual and group based interventions as part of a multidisciplinary team.
- Contribute to the development of a unit environment which will assist the recovery of clients from illness.
- Provide care within a framework of continuous quality improvement.
- Maintain and ensure effective and high quality clinical documentation and ensure confidentiality, in alignment with Austin Health policies and procedures.
- Take responsibility of portfolios relevant to Occupational Therapy.
- Support and supervise occupational therapy students and grade two occupational therapists as required.
- Participate in professional development/training and discipline specific supervision.
- Inform and train carers and support workers to support clients to attend and engage in rehabilitation activities and individual programs.
- Participate as part of the multidisciplinary team in the ward rounds, clinical review meetings, and other clinical meetings, and maintain clinical records.
- Adhere to and comply with relevant legislation and clinical practice guidelines.
- Identify cultural or gender specific issues and assimilate these issues when formulating individual psychosocial rehabilitation programs.
- Contribute to policy development, planning, monitoring and evaluation of service delivery.
- Participate in research and evaluation projects aimed at maintain/improving clinical practice and service delivery as required.
- Perform additional administrative duties and projects under direction of the Nurse Unit Manager or Discipline Senior as required.

## Selection criteria

### Essential skills and experience:

- Experience working within a clinical mental health inpatient setting and/or working with consumers with acquired brain injury.
- High level interpersonal skills that promote team development and engagement, and a proven ability to relate to people at all levels within an organisation.
- Sound theoretical knowledge and experience of occupational therapy assessment and treatments in mental health and/or ABI including sensory modulation approaches.
- Demonstrated ability in the delivery and evaluation of a range of high quality occupational therapy services, both individually and in groups within a mental health setting.
- A demonstrated ability to lead, guide, supervise and support clinical staff and students, and graduate OTs
- Demonstrated commitment to supervised practice and ongoing professional development.
- Demonstrated knowledge of the Victorian Mental Health Act (2014) and recovery oriented



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future

practice.

- Compliance with the code of ethics and legal requirements of the profession.
- Well-developed interpersonal and communication skills, and the ability, and the ability to function effectively in a multidisciplinary team.
- Well-developed computer literacy skills- with demonstrated proficiency in the use of Microsoft Word, Excel, Microsoft Outlook etc.
- A current driver's license.

#### **Desirable but not essential:**

- Clinical experience in equipment assessment and provision.
- SWEP 'amber' level credentialing for relevant categories or plans to achieve amber prescriber status.

### **Professional qualifications and registration requirements**

- Degree of Applied Science (Occupational Therapy) or equivalent from a WFOT approved school. with current Registration with 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.



**Our actions  
show we care**



**We bring  
our best**



**Together  
we achieve**



**We shape  
the future**

- 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.



Our actions  
show we care



We bring  
our best



Together  
we achieve



We shape  
the future