

Position Details

Position Title:	Occupational Therapist
Department / Program:	Allied Health (Therapy Support)
Type of Employment:	Full-time
FTE / Hours per week:	1 FTE / 38 hrs. per week
Award / Enterprise Agreement:	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026
Classification / Grade:	AHP1 - FT - GR 2 - Y2
Work Location:	As per contract of employment

Position Relationship

Reporting To:	Allied Health Team Leader
Staff / Team Supervised:	N/A
Internal Liaison:	Allied Health, Nursing, Health Promotion & Community Support, Community Care, and Customer Engagement Team
External Liaison:	External GPs & Specialists, My Aged Care, Equipment Vendors, and Builders

About NDCH

For more than 30 years, Northern District Community Health (NDCH) has worked to build healthy, inclusive and connected rural communities. We work across the health and social service systems to support people at every age and stage of life. We are deeply embedded with communities and partner with health and community services and all levels of government to support integrated, accessible services and a stronger system of care that makes sense for the rural context.

Our work makes a difference to health equity and health outcomes for rural people; keeping people well, out of hospital and engaged in community life.

Our services include medical care, allied health, nursing, mental health services, counselling, health promotion and community-based programs and events. We provide in-home personal care and support for older people to encourage ageing in place which enables our clients to remain connected to family and community. We offer rewarding career opportunities with a genuine balanced lifestyle for passionate professionals.

Our service reach has grown to span the Gannawarra, Buloke and Loddon Shires and more recently extended into the Rural City of Swan Hill. With more than 140 employees and 170 volunteers, our service encompasses picturesque towns like Cohuna, Kerang, Boort, Swan Hill and more.

Diversity Statement

NDCH recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary

The Occupational Therapist at Northern District Community Health delivers high-quality, person-centred occupational therapy services to individuals, families, and communities across the NDCH catchment area. This position operates within a flexible service delivery model and may contribute to multiple NDCH programs, funding streams, and service models. The role supports integrated care by working collaboratively with multidisciplinary teams, community partners, and carers to achieve optimal health and wellbeing outcomes for clients.

Key Accountabilities

- Implement Allied Health intake processes in accordance with NDCH intake guidelines and service access protocols.
- Conduct comprehensive occupational therapy assessments to identify functional abilities, risks, environmental barriers, and support goals.
- Develop and implement individualised, evidence-based intervention plans aimed at enhancing clients' safety, independence, participation, and quality of life through targeted assessment, intervention, and follow-up.
- Deliver occupational therapy services across a variety of settings including NDCH clinics, community environments, educational settings, and clients' homes as required.
- Provide recommendations for assistive technology, home modifications, environmental adaptations, and strategies to support mobility, self-care, and functional independence.
- Liaise with clients, families, carers, builders, equipment providers, and relevant service partners to facilitate appropriate equipment provision, environmental modifications, and coordinated care delivery where required.
- Provide education, coaching, and capacity-building support to clients, families, carers, educators, and community organisations to strengthen knowledge, skills, and confidence in supporting functional participation and wellbeing.
- Collaborate effectively as part of a multidisciplinary team while acting as a care coordinator by identifying unmet client needs and facilitating appropriate referrals to allied health, nursing, medical, or community services.
- Appropriately delegate, refer, and accept delegated clinical care in accordance with professional competence and scope of practice, ensuring effective communication and collaboration across disciplines.
- Maintain comprehensive, accurate, and timely records of all client interactions, including assessments, care plans, progress notes, referrals, and outcomes, in accordance with NDCH policies, professional standards, and relevant privacy legislation. Ensure all documentation supports continuity of care and contributes to effective interdisciplinary communication. Maintain up-to-date and accurate statistics through NDCH Client Management System (Uniti).
- Conduct community education and health promotion programs that aim to increase awareness, build capacity, and promote independence, safety, and wellbeing across the lifespan, with a focus on injury prevention, healthy ageing, and participation in meaningful daily activities.
- Supervise Occupational Therapy and Allied Health Assistant tertiary students to support learning and professional development within a community health context
- Actively engage in regular clinical supervision as per organisational policy and professional standards to support safe and reflective practice.

Key Competencies

Core / Functional Competencies:

- Clinical Assessment & Care Planning
- Equipment Prescription
- Service Coordination
- Documentation and Reporting

Behavioural Competencies:

- Collaboration
- Adaptability
- Respect
- Excellence

Key Selection Criteria

Essential:

Qualification: Bachelor's degree in occupational therapy

Certification: N/A

Registration: Registered Occupational Therapist – Occupational Therapy Board of Australia (AHPRA)

Experience: Demonstrated experience in occupational therapy clinical practice, education and management in acute, and outpatient/ community settings with excellent consumer engagement and advocacy skills

Desirable:

- Demonstrated ability to apply evidence-based Occupational Therapy theory to practice with strong clinical assessment skills, sound judgment and effective problem-solving abilities.
- Understanding of professional codes of conduct and ethical practice, alongside awareness of the Social Determinants of Health and Trauma-informed care principles.
- Demonstrated excellent time management skills with the ability to effectively prioritise and manage workload, along with a willingness to work flexible hours and across various locations to meet client and community needs in a timely manner.
- Highly developed verbal, written and interpersonal communication skills, including the effective negotiation and conflict resolution, ability to liaise effectively with diverse external and internal stakeholders, and interact as part of a multi-disciplinary team.
- Ability to use digital clinical systems and efficiently learn to use new systems.

Organisational Responsibilities

- **Diversity:** NDCH is an Equal Opportunity Employer, we celebrate the diversity of different ages, gender, ethnicity, physical ability, sexual orientation, religious belief, work experience, and educational background.
- **Code of Conduct:** Uphold the NDCH culture and professional codes of conduct and comply with all relevant laws and policies. Be aware of and perform all duties in accordance with the organisation's policies and procedures.
- **Child Safety:** Make a commitment to the safety and wellbeing of children and young people. This means to protect and support, enhance wellbeing, and reduce any opportunities for abuse, or harm to occur.

- **Consumer Engagement:** Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities.
- **Person/Family Centred Approach to service provision, health promotion action and access to information:** Identify, strengthen capacity, and address any barriers that prevent a consumer to maximise their independence and choice in decision making about the way their services are delivered.
- **Occupational Health and Safety (OH&S):** Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service.
- **Risk Management:** Comply with NDCH Risk Management system, actively contribute to creating an organisational culture that promotes risk identification and mitigation. Understand practice frameworks relating to the **Multi Agency Risk Assessment and Management (MARAM)** framework and recognise family violence as a health issue.
- **Continuous Quality Improvement:** Adopt and promote a culture of continuous quality improvement within area of practice and the broader organisation. Participate and cooperate in data collection and audit processes to ensure compliance with applicable accreditation standards.
- Participate in **performance development plans** and **supervision**.
- Participate in continuous **learning and professional development**.
- Commit to a culture of trust, openness, and accountability to improve service quality and safety.

Conditions of Employment and other relevant information

- Undertake mandatory pre-employment & work screening checks (e.g. Professional Reference Check, Evidence of Work Rights, National Police Check, Working with Children Check, NDIS Check, International Police Clearance as applicable, Statutory Declaration, etc.) **Appointment is subject to the outcome of the checks.**
- Maintain a valid Police Check, Working with Children Check & NDIS Check whilst employed at NDCH.
- Provide credentials and maintain valid Professional Registration/s (as applicable) and driver's licence.
- Full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- NDCH reserves the right to vary the work location of the position according to the needs of NDCH and its clients and any future changes to the NDCH's areas of operation.

Why Choose NDCH

At NDCH, we're more than a workplace – we're a community dedicated to building healthier, more inclusive rural lives. We are driven by core values that shape our every action. We strive to cultivate a workplace where courage, inclusivity, and unwavering commitment are not just ideals, but integral to our daily operations.

We offer a supportive, flexible environment where mental well-being and professional growth are prioritised. As a not-for-profit, we provide salary packaging and real career opportunities. Our impact extends beyond the office through active community engagement and services.

At NDCH, your voice matters, your work creates change, and you're part of something meaningful.

Position Description Approval

Approving Managers:	Name	Signature	Date
Department Manager			
People & Culture Manager			

Acceptance of Position Description

I acknowledge that:

- I have read and fully understand the Position Description and Inherent Requirements of the position.
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position, therefore, it must not to be interpreted as totally inclusive.
- NDCH may alter the duties of this position description when the need arises. Any such changes will be made in consultation with the affected employee/s.
- I understand that this is separate from the Employment Agreement that I will sign, outlining the terms and conditions of my employment.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place six (6) months following commencement of employment and then on an annual basis.

Employee Signature: _____

Employee Name: _____

Employee ID No.: _____

Date: _____