

POSITION DESCRIPTION

Position Title:	Grade 1 Occupational Therapist – Rotational (New Graduate)
Business Unit/Division:	Allied Health
Award Agreement:	Health Professionals
Classification:	Grade 1 Occupational Therapist VE8- VF3
Employment Type:	Full Time 1.0 EFT, Fixed Term until 31/12/2027
Reports to:	Associate Director of Occupational Therapy and Hand Therapy Clinical Leader Occupational Therapy Occupational Therapy Senior Clinician Grade 2 Occupational Therapist Relevant Program Manager/Program Coordinator

Date Prepared/Updated: September 2025

General Role Statement:

The Grade 1 rotational Occupational Therapist is required to provide quality patient centred care in a variety of patient cohorts. This is achieved through the application of competent clinical skills in assessment, intervention/rehabilitation, and discharge planning with an appropriate level of supervision.

This position is a rotational position working across all Northern Health campuses. Each rotation can vary between 6 and 12 months in duration. Two of the rotations involve one of the five working days being rostered on the weekend (i.e. Tuesday to Saturday or Sunday to Thursday).

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The Grade 1 rotational Occupational Therapist is required to provide quality patient centred care in a variety of patient cohorts. This is achieved through the application of competent clinical skills in assessment, intervention/rehabilitation, and discharge planning with an appropriate level of supervision.

This position is a rotational position working across Northern Health campuses. Each rotation can vary between 6 and 12 months in duration. Two of the rotations involve one of the five working days being rostered on the weekend (i.e. Tuesday to Saturday or Sunday to Thursday).

The role may require staff to be flexible with their working hours to meet the changing operational demands and may include working after hours, on weekends and public holidays. Staff will be required to travel and work across the various Northern Health campuses, programs, and partner organisations.

Compliance with mandatory training as per NH Policy is a requirement of this role. Failure to complete this training within required timeframes may result in a suspension of duties until training is completed. Staff will be required to travel and work across the various Northern Health campuses, programs, and partner organisations.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- Actively participates in assigned portfolios, working groups, committees, etc.
- Provides leadership which promotes a safe environment, eliminating harm to patients and staff
- Actively engages in the wider multidisciplinary team, promoting team work and respect
- Demonstrates leadership and role modelling on a day to day basis

Strategic and Project Management Leadership

- Actively participates in quality improvement initiatives across Northern Health

- Actively engages consumers in service improvement activities as per the NH Consumer Participation and Patient Experience Framework
- Represents and advocates for allied health in all designated roles and responsibilities

Organisation-Wide Contribution

- Supports the achievement of accreditation under the National Safety and Quality Health Care Standards
- Participates in local and organisational wide education, activities, initiatives

Diversity and Inclusion

- Conducts self in a way that is respectful of others
- Supports achievement of Northern Health's Cultural Responsiveness Plan
- In collaboration with other staff, initiate and support training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Actively engages in the organisational change process
- Promotes a culture of person-centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Displays an innovative mind-set

Role Responsibilities***Clinical Practice:***

- Demonstrate a patient centred focus in the provision of care
- Assess client, plan and implement appropriate intervention at Grade 1 level of competence
- Involve clients and carers in decision making regarding their care and negotiate agreed plans of action
- Utilise negotiation and conflict resolution skills
- Maintain knowledge of relevant community resources, information and referral processes, and utilise this knowledge in clinical practice
- Accurate and timely recording of appropriate information and outcomes e.g. in medical histories
- Record computer-based statistics data in accordance with Northern Health policy
- Provide written reports to relevant outside organisations as required
- Practice within relevant professional and ethical standards
- An understanding of culturally and linguistically diverse communities (CALD)
- To work in client's homes, community, centre-based and work environments as appropriate
- Provide appropriate education to clients and carers
- Demonstrate identification of relevant Occupational Therapy outcome measures

Organisational/Business Skills:

- Respond to referrals within agreed timeframes
- Record computer-based statistical data
- Demonstrate active participation in working in a multi-disciplinary team
- To assume extra responsibilities as directed by the Clinical Leader OT e.g. assist with staff leave cover, annual leave, conference and study leave

Professional Responsibilities:

- Comply with the OT Australia Code of Ethics
- Practice according to the Australian Occupational Therapy Competency Standards

- Active participation in regular supervision with documented learning objectives as outlined in Northern Health Allied Health supervision framework
- Utilise opportunities to develop a professional knowledge and skill base
- Demonstrate commitment to professional development, through maintaining a current knowledge of relevant literature, clinical development, and attending relevant courses and willingness to share knowledge and information with colleagues
- Actively participate in a department committee or cohort allocated to the position
- Assume extra responsibilities as directed by the Occupational Therapy Clinical Leader and Associate Director Occupational Therapy and Hand Therapy
- Ensure equipment and resources are utilised and maintained according to departmental protocols

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Recognised tertiary qualification in Occupational Therapy
- Current full registration with the Occupational Therapy Board of Australia (AHPRA)
- Current Australian Drivers Licence
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience

- Work or placement experience within an inpatient acute, sub-acute and/or community setting.

Knowledge, Skills and Behaviours

- Demonstrated clinical skills at Grade 1 level of competence
- Demonstrated effective verbal communication skills with colleagues and patients/carers
- Well-developed written communication skills as evidenced in documentation and written reports
- Effective interpersonal skills e.g. problem solving, decision making, etc.
- Proven ability to manage challenging clinical and/or non-clinical situations appropriately
- Demonstrated ability to negotiate and resolve conflicts
- Demonstrated ability to show initiative and flexibility
- High standard of professional behaviour
- Demonstrated ability to work autonomously and co-operatively with staff in Occupational Therapy and other disciplines
- Competent computer skills particularly in word processing, e-mail, internet use, and the ability to learn dedicated software
- An appreciation and understanding of cultural diversity in the community
- Proven ability to promote and advocate the role of occupational therapy within a multidisciplinary team

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date:

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