

POSITION DESCRIPTION

Position Title:	Grade 2 Occupational Therapist
Business Unit/Division:	Mental Health Division
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2020-2024 (77 – Health Professionals)
Classification:	PT (0.8) OT2 Yr2-4 YB21- YB23
Employment Type:	Permanent and ongoing
Reports to:	Program Manager BIPU and Chief Occupational Therapist
Date Prepared/Updated:	25.9.25

General Role Statement:

This role delivers Occupational Therapy services to consumers admitted to the Broadmeadows Inpatient Psychiatric Unit (BIPU), part of Northern Health's (NH) acute mental health service. NH provides multidisciplinary care for individuals with, or at risk of, serious mental illness.

Key responsibilities include conducting assessments, delivering therapeutic interventions (e.g., sensory modulation, group programs), discharge planning, and liaising with community services and the NDIS to support consumers and their families/carers. The role also involves close collaboration with the BIPU multidisciplinary team to ensure coordinated, person-centred care.

Occupational Therapists at NH are supported through structured supervision, professional development, and performance management frameworks.

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 Community Hospital
- 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 2 Occupational Therapist

This position is responsible for:

- Knowledge of issues associated with psychiatric illness and disability, and awareness of the impact of these on family and carers including those from culturally and linguistically diverse communities.
- Knowledge of the concept of recovery and how it applies in an inpatient setting.
- Knowledge and skill in utilising core occupational interventions including group work, sensory modulation, functional assessment and time use/routines within an inpatient and community setting.
- Demonstrated ability to work independently and function effectively as a member of a multi-disciplinary team.
- Sound knowledge of the Mental Health and Wellbeing Act 2022 and other relevant legislations.
- Ability to undertake comprehensive documentation in client files, including progress notes, individual management plans, and NDIS access reports.
- Active participation in quality improvement activities including clinical review meetings, participation in outcome measures recording and analysis.

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

- Contribute to the delivery of a structured therapeutic group program at BIPU, supporting consumer engagement across a seven-day service model.
- Promote a respectful, inclusive, and collaborative culture within BIPU and across the Northern Health Mental Health Division.

Strategic and Project Management Leadership

- Lead initiatives that foster a therapeutic environment and strengthen multidisciplinary team cohesion.
- Participate in relevant quality improvement, research, and evaluation activities within BIPU and the Northern Health Mental Health Division.

Organisation-Wide Contribution

- Collaborate effectively with colleagues across all Northern Health teams to support integrated service delivery.
- Embed co-design principles in the development and implementation of group programs and related initiatives.
- Participate in supervision, line management, orientation, and provide support to staff within the Northern Health Mental Health Division.
- Engage in ongoing learning through mandatory training and professional development activities.
- Promote wellbeing and uphold safe work practices within the workplace.
- Take reasonable care for personal safety and wellbeing, and that of others.
- Seek regular feedback and actively participate in annual performance discussions.
- Advocate for safety, organisational values, and staff wellbeing.
- Adhere to all relevant policies, procedures, standards, and legislation, including those related to clinical competencies, risk management, equal opportunity, and occupational health and safety.

- Support initiatives to enhance the attraction and recruitment of Occupational Therapists to the Northern Health Mental Health Division.

Diversity and Inclusion

- Ensure group program initiatives are respectful and inclusive of diverse participants, including but not limited to cultural, gender, and disability diversity.
- Deliver Occupational Therapy services at BIPU in a manner that is culturally responsive and inclusive of all individuals.
- Support the implementation and outcomes of Northern Health's Cultural Responsiveness Plan.
- Consistently demonstrate and uphold Northern Health's core values in all aspects of practice.

Innovation and Culture Change

- Contribute to the development and maintenance of a therapeutic environment that is safe, inclusive, and fosters strong team collaboration.
- Promote a kind, respectful, and team-oriented culture within BIPU, aligned with Northern Health's values.
- Actively participate in quality improvement, research, and evaluation initiatives within BIPU and the broader Northern Health Mental Health Division, supporting continuous learning and safe, evidence-based practice.

SELECTION CRITERIA

Qualifications, Registrations and Qualities**Essential**

- Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.
- Comply with all legal requirements pertaining to the position including responsibility for maintaining current registration as required by your professional organisation or other applicable Acts.
- An approved Degree from a recognised school of Occupational Therapy or other qualifications approved for eligibility for membership of the Australian Association of Occupational Therapy (Vic.).
- 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

- 2 years' experience working in mental health setting

Knowledge, Skills and Behaviours

- Proficient leadership and communication skills

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: