

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
- Mernda Community Hospital

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.

Essential:

- 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.



POSITION DESCRIPTION

Position Title:	Grade 4 Occupational Therapist
Business Unit/Division:	Mental Health Division – Broadmeadows Community Care Unit
Award Agreement:	Victorian Public Mental Health Services Enterprise Agreement 2024-2028
Classification:	OT4 Yr1-4 HR9-HR12
Employment Type:	Part Time, Fixed Term
Reports to:	Program Manager CCU and Mental Health Division - Occupational Therapist Professional Lead
Date Prepared/Updated:	April 2026

ROLE STATEMENT

General Role Statement:

The Broadmeadows Community Care Unit (BCCU) provides a 24-hour community based residential rehabilitation program to people who experience long term serious mental illness and disability. The CCU is a therapeutic environment in which rehabilitation programs are tailored to meet individual resident needs. The residents are people who require high levels of clinical support and intensive rehabilitation to support their mental health and daily living. There may be scope to work collaboratively with our Prevention and Recovery Centre (PARC) to support an integrated model of care with BCCU.

The occupational therapist is a member of the multidisciplinary team who works closely with the BCCU and PARC staff, residents and their families to achieve positive recovery outcomes for individuals who have experienced disability associated with long-term mental illness. The BCCU is looking for an OT3 to provide clinical leadership to the program and play a key role as part of the senior leadership team in the development of rehabilitation and recovery services into an integrated service delivery system which meets the needs of consumers.

In conjunction with other multidisciplinary team members, the OT3 will; monitor clinical standards of care and staff performance, and ensure clinicians are professionally supported via supervision and training; deliver a range of Occupational Therapy assessments to determine an individual's level of occupational functioning, make recommendations for the focus of recovery from a discipline perspective, and deliver client focused therapy. The OT3 will conduct Functional Capacity assessments where indicated to support discharge planning and adequate NDIS supports. The OT3 will co-ordinate and evaluate the group program in conjunction with the entry level occupational therapist, facilitate Occupational Therapy specific groups and promote the provision of a supportive environment, in which the residents will have the opportunity to work toward achieving their optimal potential.

The role will also include establishing partnerships, responsibility for a portfolio and supporting the Team Leader with allocated leadership duties. There also may be opportunities in working collaboratively with our Prevention and Recovery Centre (PARC) to support an integrated model of care with BCCU and WellWays.

This position is responsible for:

- Build a therapeutic alliance with the consumer and family/carers
- Be the single point of contact within the community team
- Maximise participation in collaborative recovery and wellness planning;
- Assess family capacity, needs and preferences and provide support through psycho-education; and

- Work in collaboration with consumers and carers when planning discharge to ensure that access to other relevant services is organised and that a relapse management plan is completed
- Undertake assessments in the least restrictive environment and facilitate the planning, implementation, monitoring and evaluation of a consumer focused, sensitive, efficient and appropriate service through effective case management, and utilization of Recovery Plans in conjunction with consumers, carers and other supports. Assessments inclusive of Functional Capacity assessments, DACSA, AMPS and Sensory modulation.
- Provide alcohol and other drug screening, assessment, treatment planning, brief interventions with clients who have co-occurring mental health and substance use disorders (dual diagnosis)
- Provision of activity and participation focused treatment approaches and support and training to other staff in these approaches. (action over inertia, sensory modulation, driving, vocation and group work interventions)
- Promote Occupational Therapy within the team and wider organization
- Provide user-friendly, accurate, relevant information to consumers, carers and families.
- Provide referrers with a helpful, proactive and solution focused approach, feedback on outcomes and understanding the needs and preferences of the person and their carer/family
- Participate in relevant quality research and evaluation
- Contribute to the occupational therapy profession through supervising early career occupational therapists and occupational clinical fieldwork placements.
- Support the education and training of students of other disciplines and provide orientation as needed.
- Active engagement in clinical and professional supervision and operational management discussions
- Be responsible for ensuring discipline specific and generalist work practice meets standards set by the State and National professional organizations, code of conduct and the code of ethics
- Completion of routine statistical data such as KPI's and contacts/outcome measures as required.
- Demonstrate a capacity to engage in organisational and/or cultural change, to manage self through change and assist others during transition
- Ensure completion of the clinical governance, legislative and documentation requirements (e.g. clinical review discussions, completion of documentation, and compliance with requirement of the Mental Health Act).
- Demonstrate behaviours that support a Recovery approach to care. This includes (but is not limited to) demonstrating:
 - An understanding of the philosophical foundations, processes and environments that support recovery;
 - An ability to support and facilitate consumers' use of resilience and strength so that they might experience positive self-image, hope and motivation, and be supported to live the lifestyle and the culture of their choice;
 - A knowledge of major types of treatments, therapies and targeted interventions and their contributions to innovative recovery-oriented service delivery approaches;
 - A communication style that shows respect for consumers and their families/carers, and an ability to manage relationships so they will facilitate recovery;
 - A knowledge of consumer Rights and Responsibilities, and the ability to facilitate consumers to make informed choices for recovery;
 - An awareness of issues relating to cultural diversity, and how these may influence service choices and delivery; and
 - A knowledge and ability to facilitate consumer and family/carer participation at all levels within the service.
 - Utilize a supported decision-making framework when working with consumers and carers

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:

- Co-ordinate the delivery of therapeutic group program at BCCU, aiming to provide opportunities for engagement at CCU over 7 days of the week
- Contribute to the multidisciplinary delivery of group interventions in community and bed-based services
- Support training and education needs of service regarding group and group work activity
- Demonstrate leadership in the provision of primary, secondary and tertiary consultation services, community development and education, liaison and linkage to other agencies that also provide support to people with a mental illness as needed
- Be a leader in promoting a friendly, respectful and collaborative environment within the Community Team and across the AMHS
- Be a leader in the ongoing development and maintenance of a therapeutic environment and a collaborative team atmosphere.

Organisation-Wide Contribution:

- Work collaboratively with colleagues across all Northern Health teams.
- Commit to embedding co-design in group programs and group program initiatives
- Participation in supervision, line management, orientation and support to staff of Northern Health Mental Health Division
- Continue to learn through mandatory training and other learning activities.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Take reasonable care for your safety and wellbeing and that of others.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.

- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing
- Increase attraction and recruitment of occupational therapists to Northern Health – Mental Health division

Diversity and Inclusion:

- Ensuring group program initiatives are respectful and inclusive of diverse range of participants, including but not limited to cultural, gender and disability diversity
- Ensure occupational Therapy services delivered at BCCU are respectful and inclusive of diverse range of participants, including but not limited to cultural, gender and disability diversity
- Support achievement of Northern Health’s Cultural responsiveness plan
- Demonstrate the Northern Health Values

Innovation and Culture Change:

- Contribute to the ongoing development and maintenance of a therapeutic environment and a collaborative team atmosphere.
- Promote a friendly, respectful and collaborative environment within the Community Team and across the Northern Health mental Health Division
- Participate in relevant quality research and evaluation at the BCCU and Northern Health Mental Health division

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

- An approved degree in Occupational Therapy From a recognised School of Occupational Therapy or other qualifications approved for eligibility for membership of Australian Association of Occupational Therapy (Vic)
- 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.

Experience:

- Minimum 5-7years experience working in mental health setting.

Knowledge, Skills and Behaviours:

- Proven ability to plan, implement and evaluate groups for consumers in the acute phase of mental illness.
- Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers.
- Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services.
- Commitment and understanding of principles and practices of co-design
- Demonstrated ability to provide specialist occupational therapy assessments and interventions including sensory modulation, functional capacity assessments.
- Commitment to ongoing professional development for self and for team members
- Well-developed skills in writing and an ability to promptly prepare appropriate documentation for assessments, interventions and other forms of documentation.

- An understanding of the policies and procedures associated with the Mental health Act and other relevant legislation.
- Familiarity with a range of computer software packages e.g. Outlook, Excel, Word, Local systems (e.g. (CPF)
- A current Victorian Driver's License and ongoing ability to use this form of transport.

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature: Date: