

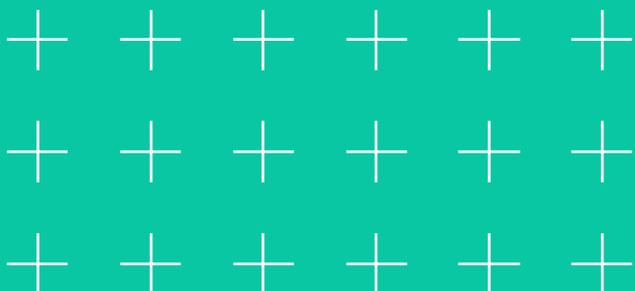


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

**Senior Occupational Therapist
Community Team**



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



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- Apply your clinical knowledge and expertise to assessment, delivery of evidence-based treatment, interventions and service co-ordination to support to consumers with complex mental health related needs, and to their family/carers. Provision of service is within acute and non-acute settings.
 - Work closely with a range of stakeholders including NDIS, accommodation providers, and primary health care sector, offering secondary consultation, psychoeducation, management plan development and formalised mental health education sessions.
 - You will have a mixed caseload of consumers requiring usual treatment, and those who require more intensive support.
 - The role involves the provision of supervision to staff as well as students within the service. All clinicians are expected to take an active role within clinical review meetings and champion their discipline within a multidisciplinary setting.
 - This role has a specific focus on providing Occupational Therapy interventions for people experiencing low prevalence mental health disorder, both for consumers in your caseload and through Occupational Therapies clinic. There is protected time for these tasks, adjusted in line with your EFT.
 - The role may involves work across different sites within RMH MHS
 - The Senior OT will be available to participate in rostered acute function requirements of the integrated model
 - This is a Monday to Friday role

KEY ACCOUNTABILITIES



- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Deliver secondary consultations as sought by colleagues both formally and informally
- Develop thoughtful, evidence-based recovery, treatment and management plans
- Contribute to team functions including new patient assessments, intake and rostered activities including out of hours work
- Actively lead in discipline specific and multidisciplinary team activities and meetings
- Undertake the assessment and provision of treatment with evidence-based interventions to consumers with complex mental health related needs and their family/carers.
- Accurately prepare documentation in a timely manner
- Undertake the assessment and provision of treatment with evidence-based interventions to consumers with complex mental health related needs and their family/carers.
- Support OT assessments and facilitation of groups as required
- Maximise the use of specific intervention skills as appropriate and as required by consumers, their family/carers and the service
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Work across different sites may be required
- Provision of incident support to staff as required
- Provide expert opinion regarding diagnostic impressions, formal diagnostic assessments, feedback on process considerations and treatment planning considerations/advice
- Participate in, and provide, supervision to staff of same discipline as well as students
- As a senior clinician you will need to provide leadership to a Community Team and take on portfolios as required.
- Change priorities to meet the needs of the consumer or team and adjust quickly to new tasks

KEY RELATIONSHIPS

Internal

External



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- Director of Clinical Services
 - Deputy Director of Clinical Services
 - Director Allied Health, Learning and Professional Development
 - Lead Consultant
 - Community Team Managers
 - Community Team Leaders
 - Occupational Therapy Area Lead
 - Health Information Manager
 - Executive Assistant to Director Clinical Services and Area Manager
 - Multidisciplinary Team
 - Administration staff
 - Consumers and Carer Lived Experience Workgroup
 - RMH Executive Support Unit – Finance
 - Human Resources
 - Quality Planning and Innovation Unit
 - Centralised Triage
 - Facilities Management
 - Office of Chief Psychiatrist
 - NDIS
 - EIPSR
 - Housing
 - Employment
 - Emergency services
 - Acute Health
 - Pharmacies
 - Non-government agencies
 - Alcohol and other Drug Service
 - Primary health providers
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KEY SELECTION CRITERIA

Formal Qualifications

- Occupational Therapists:
 - a. Registration under the Australian Health Practitioner Regulation National Law Act (2009) with the Occupational Therapy Board of Australia.
 - b. 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.).

Essential:

- At least 5 years of experience in the assessment, diagnosis, and treatment of severe mental illness and psychiatric disability.
 - Registration with Australian Health Practitioner Regulation Agency
 - Excellent interpersonal skills and the ability to communicate effectively with consumers, families/carers, colleagues and other service providers.
 - Experience in providing profession specific, evidence based interventions for people with severe and enduring mental health conditions, and passion to actively work using these approaches with consumers and carers.
 - Ability to work with consumers, family and carers from a range of cultural backgrounds, and to provide gender sensitive services.
 - Commitment to ongoing professional development for self.
 - Well-developed writing skills and an ability to promptly prepare case assessments, individual service plans, discharge summaries and other forms of documentation.
 - A thorough understanding of the policies and procedures associated with the Mental Health Act and other relevant legislation.
 - Capacity to undertake alcohol and other drug screening, assessment, treatment planning and brief interventions with clients who have co-occurring mental health and substance use disorders.
 - Familiarity with a range of computer software packages including the Microsoft platform.
 - Current knowledge of effective evidence-based interventions appropriate to low prevalence disorders such as schizophrenia, bipolar affective disorder, personality disorder and substance abuse.
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- Excellent treatment skills for people with severe and enduring mental health conditions, or willingness and capacity to commit to development of evidence-based knowledge and practice.
 - Confident to change priorities to meet the needs of the consumer or team, adjust quickly to new tasks, be flexible and remain positive in a changing environment.
 - Excellent organisational and time management skills.
 - Confident to work autonomously, problem-solve and take initiative.
 - A current Victorian Driver's Licence, and ongoing ability to use this form of transport.
 - 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.

Desirable:

- Aboriginal and Torres Strait Islanders are highly encouraged to apply
 - Experience in working with ACCHO and Aboriginal Communities and Families
 - Ability to speak a community language
 - Relevant postgraduate qualification in areas of specialist practice
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific and service KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
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AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- 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.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

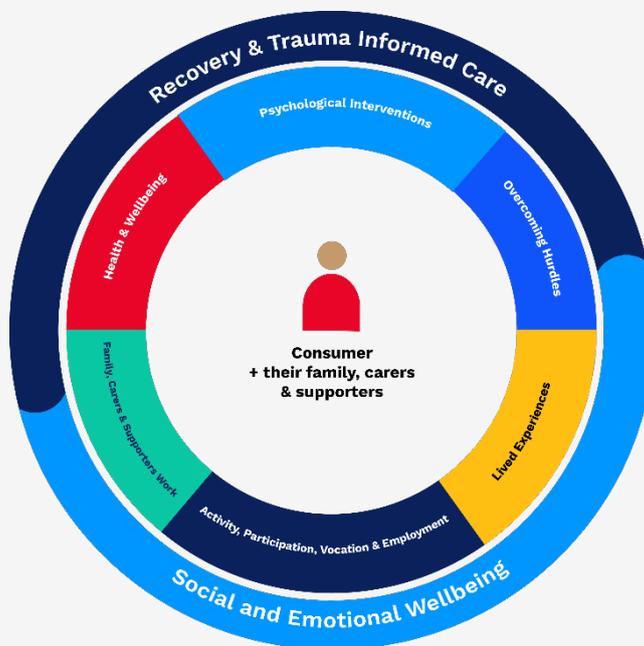
ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date



Community Core and Specific Evidence-Based Practice

Psychological Interventions	Family, Carers and Supporters Work	Health & Wellbeing	Activity, Participation & Employment	Lived Experiences	Overcoming Hurdles
Early Warning Signs & RWP discussion	Initial Conversation with Family/Carer	Physical health screening	Initial Conversation about activity, participation and vocation	Initial Conversation about consumer peer support	LSI-R:SV
CBT Fundamentals	Family/Carer Fundamentals	Physical health conversations	APQ6	Initial Conversation about family, carer and supporters peer support	SUBA
▼	Family Violence Screen	Physical health assessment	Driving Screen	▼	AOD Harm Minimisation
CBT for Psychosis	▼	Metabolic monitoring	Sensory Approaches	PeerZone	AOD Relapse Prevention
Acceptance & Commitment Therapy (ACT)	Single Session Family Consultation	Medication safety, education & advocacy	▼	▼	Specialist Supportive Clinical Management for Eating Disorders
Therapies for Borderline Personality Disorder	Multiple Family Group	Equally Well Physical Health Program	Activity Engagement	Consumer led inpatient groups	Forensic Risk Management Planning
CBT for co-morbid Anxiety & Depression	Family Therapy	Medication Alliance	Therapeutic Activity Groups	Consumer Peer Support-led Community Groups	Forensic Risk Reduction Treatment
Be Well Live Well - Early Warning Signs Relapse Prevention Program	FaPMI Programs	QUIT Program	Vocation and Employment Support	Individual Consumer Peer Support	AOD Motivational interviewing
	Family Violence Assessment (MARAM)		Sensory Assessment & Interventions	Family Peer Support-led Groups	Refer to Detox
			Driving Assessment	Individual Family, Carer & Supporters Peer Support	Autism Consultation and Evaluation Services (ACES)