

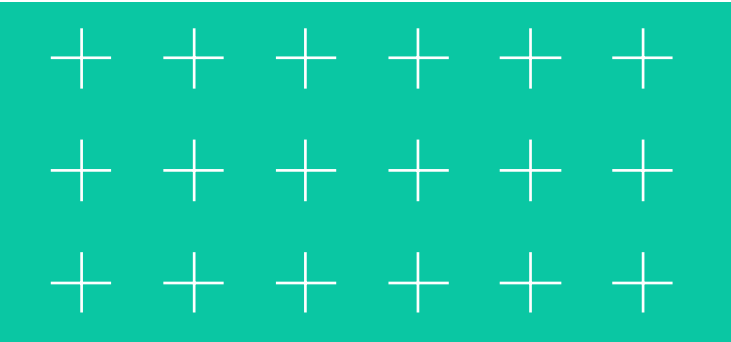


**The Royal  
Melbourne  
Hospital**

# Advancing health for everyone, every day.

**Could this be you?**

**Join the Royal  
Melbourne  
Hospital team**



**Position Description**

**Mental Health Occupational Therapist  
Grade 2**



## 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.

The Royal Melbourne Mental Health Service (RMH – MHS) is committed to working with consumers during their recovery by offering holistic and evidence-based treatment, which is inclusive of family/carers and provided by clinicians with well-developed skills.

Our service strives to create the best possible learning opportunities available to complement and support both emerging and existing expertise and best practice. All staff are required to actively participate in their own practice development by engaging in available learning opportunities within the service, as well as being committed to sharing their knowledge with their colleagues.

## 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



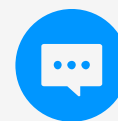
People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

### 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.





mental health reform across the sector, and will offer a wide range of opportunities for involvement of staff within the RMH – MHS. Our partnerships with multiple community and academic organisations support our program and enable a sophisticated learning structure, with a focus on research translation.

The occupational therapist will be an integral part of the Autism Specialist team for RMH – MHS, a new initiative providing a service for adult mental health consumers who are autistic or who require assessment for autism. The occupational therapist will work with a consultant psychiatrist, clinical psychologist/coordinator, speech pathologist and an autistic consumer peer worker. They will provide their expertise to:

- The autism assessment and diagnostic process
- Ongoing clinical care and wellbeing support within the mental health service
- Provision of group social and activity wellbeing programs for adults with a diagnosis of Autism in conjunction with LE staff
- Facilitate pathways to support services  
Build capacity of the mental health service
- Occupational therapy assessment and support recommendations

---

## 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.

Accountability specific to this role:

- Undertake necessary specialist training required for the role.
- Work collaboratively with other clinical disciplines to provide high quality multi-disciplinary assessments and follow up care where necessary.
- Contribute to the development and facilitation of group programs for Autistic consumers as required, creating a safe and neurodiversity affirming space, developing positive self-identity for new diagnosed Autistic consumers, and providing opportunity for connecting with Autistic peers and community
- Contribute to reports and recommendations about management of clients with Autism.
- Provide occupational therapy specific assessments/reports as required, including but not limited to Sensory assessment.
- Provide occupational therapy support recommendations
- Provide consultation to other RMH – MHS Clinicians
- Assist with intake of referrals
- Comply with requirements to participate in operational supervision, clinical governance consultations and discipline specific supervision



- Professional and efficient record keeping both written and electronic including medical records, service activity data and other as required in accordance with The RMH – MHS policies
- Participate in designing and undertaking research as required
- Capacity building for the service by building awareness, advocating for and coordinating training, and working with treating teams with individual cases. Work closely with our Practice leads, Lived Experience Consultants and Practice Development manager in building capacity amongst the staff group.
- Developing linkages within the community

## KEY RELATIONSHIPS

### Internal

- Area Manager and Clinical Director
- Lead Consultant & MH-ACES Coordinator
- Group Program Coordinators
- Executive Management Group
- The RMH – MHS Program Managers and Team Leaders
- Discipline Advisors and Discipline Seniors
- Health Information Manager
- Business Manager
- Evaluation and Service Improvement Coordinator
- Department of Health, Chief Psychiatrist and other key stakeholders
- Consumers and Family/Carers

### External

- Mindful Centre for Training and Research in Developmental Health
- Victorian Government Department of Health Services
- Victorian Government Department of Families, Fairness and Housing
- Wellways and other primary health providers
- AMAZE

## KEY SELECTION CRITERIA

### Formal Qualifications

#### Essential:

#### Occupational Therapists:

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

- Commitment to live the Melbourne Way - putting people first, leading with kindness, and achieving excellence together
- At least one year post graduate experience
- Interest in working with Autistic consumers
- Proficient in assessing sensory perception sensitivities and needs
- Willingness to embed evidence-based, recovery-focussed and person-centred practice as the foundation of clinical care.
- Awareness of the impact of mental illness on dependent children and family/carers.



- Willingness to contribute to a multidisciplinary mental health team
- Solution focused 'can do' attitude
- Highly developed interpersonal and communication skills (written and verbal) and demonstrated ability to initiate, problem solve, negotiate and communicate with staff, consumers, carers and other service providers.
- Proficient report writing skills
- A demonstrated willingness and ability to address consumer and carer concerns and to work with people from a range of ethnic backgrounds
- Working With Children's Check, Police Check and Immunisation Assessment

Desirable:

- Experience working with Adult mental Health consumers, or keen interest in mental health.
- Experience in working in a multidisciplinary Autism assessment team
- Completion of or post graduate training in mental health or a relevant area.
- Ability to interact and communicate with a diverse range of people at all levels.
- A personal approach which is positive, enthusiastic, friendly and helpful.
- A willingness and ability to learn.
- Experience in conducting sensory assessment in a clinical setting
- Experience in developing and facilitating group programs
- Ability to give excellent customer service to both internal and external customers.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Flexibility to operate in an environment of change and continuous improvement.
- Aboriginal and Torres Strait Islanders are highly encouraged to apply
- Experience in working with ACCHO and Aboriginal Communities and Families
- A current Victorian driver's licence
- Capacity to speak a second language

---

## KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values and behaviours, being a role model for living the values;
- Completion of mandatory training activities including training related to the National Standards;
- Achievement of RMH and portfolio specific KPI targets as they apply to areas of responsibility;
- Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
- Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Fulfilling roles and responsibilities as outlined in the Clinical Governance Framework;
- Acting in accordance with all safety, quality and improvement policies and procedures;
- Identifying and reporting risks in a proactive way in order to minimise and mitigate risk across the organisation;
- Working in partnership with consumers and patients and where applicable their carers and families;
- Complying with all clinical and/or competency standards and requirements and ensuring you operate within your scope of practice and seek help when needed.



---

#### 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.

---

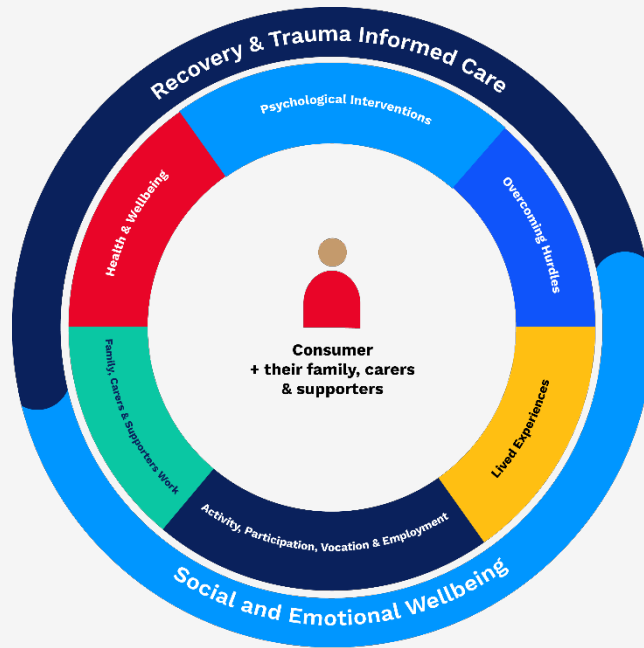
Employee Signature

---

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
CBT for Psychosis	Family Violence Screen	Physical health assessment	Sensory Approaches	PeerZone	AOD Harm Minimisation
Acceptance & Commitment Therapy (ACT)	Single Session Family Consultation	Metabolic monitoring	Activity Engagement	Consumer led inpatient groups	AOD Relapse Prevention
Therapies for Borderline Personality Disorder	Multiple Family Group	Medication safety, education & advocacy	Therapeutic Activity Groups	Consumer Peer Support-led Community Groups	Specialist Supportive Clinical Management for Eating Disorders
CBT for co-morbid Anxiety & Depression	Family Therapy	Equally Well Physical Health Program	Vocation and Employment Support	Individual Consumer Peer Support	Forensic Risk Management Planning
Be Well Live Well - Early Warning Signs Relapse Prevention Program	FaPMI Programs	Medication Alliance	Sensory Assessment & Interventions	Family Peer Support-led Groups	Forensic Risk Reduction Treatment
	Family Violence Assessment (MARAM)	QUIT Program	Driving Assessment	Individual Family, Carer & Supporters Peer Support	AOD Motivational interviewing
					Refer to Detox
					Autism Consultation and Evaluation Services (ACES)