



# Position Description

<b>Position Title</b>	Integrated Mental Health - Occupational Therapist
<b>Division / Team</b>	Alcohol and Other Drug
<b>Reports to</b>	Clinical Lead - STC
<b>Agreement / Award</b>	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022–2026
<b>Classification</b>	AHP Grade 2
<b>EFT / Term</b>	As per contract of employment
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	May 2026

**About Ballarat Community Health** Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

**Our Purpose** Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

**Our Leading Principles** Address health inequity and inequality  
 Improve the health and wellbeing of our community  
 Have impact and be sustainable

<b>Values</b>	<b>Respect</b> Valuing other points of view and treating people with respect	<b>Integrity</b> Acting with sincerity and honesty	<b>Courage</b> Strength in the face of challenges
	<b>Resilience</b> The ability to be strong in adversity, and bounce back with renewed hope	<b>Responsibility</b> Being reliable and accountable to others	<b>Optimism</b> Focusing on potential and abilities

**Diversity Statement** Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

**Position Summary** The BCH Alcohol & Other Drug (AOD) team is an innovative, flexible and responsive multi-disciplinary team committed to improving the health and wellbeing outcomes of the community. The team provides a suite of therapeutic treatment services and programs. The

team values teamwork and is looking for an experienced and qualified person to work flexibly within the Step Thru Care program to support and provide capacity within the existing service.

There will be a range of opportunities to apply skills including, assessment, goal planning, client and family support, counselling, psycho-education, group facilitation, supporting linkages withing community, enhancing resources and completion of data and documentation.

This role will provide interventions for individuals experiencing issues relating to mental health and alcohol and other drugs, and is part of a Step Thru Care regional partnership. The role will be responsible for meeting targets as part of the lead agency within the regional partnership. The role will deliver occupational therapist practice in the context of the integrated mental health and AOD team. This will also include the provision of secondary consultation as situation determines.

The Integrated Mental Health Occupational Therapist will help individuals manage mental health and substance misuse conditions, with the intent towards improving their ability to function in daily life, work, and social situations. Tailored, trauma informed and recovery-focused, evidence and strength-based approaches are utilised to support building routines, coping strategies, and independence in meaningful activities.

Comprehensive service delivery will consider mental state, substance use, psychosocial, functional and physical factors. Interventions include structured psychological strategies coaching and individually relevant aspects such as sensory modulation.

The position is expected to practice collaboratively, working with clinicians from within the team, organisation and other services.

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**Principal Areas of Responsibility**

- Identify barriers across life domains that inhibit a person’s functioning and meaningful participation in their life.
- Provide focused psychological strategies, including to dual diagnosis clients.
- Focus on supportive skill building that fosters empowerment, self-management and enhancing coping skills.
- Develop client led goal plans and support the implementation.
- Be fully conversant with the framework, policy, procedures and protocols in which AOD & MH integrated treatment services and systems operate
- Maintain privacy and confidentiality and ensure a non-judgemental approach when working with clients
- Provide an holistic approach with an emphasis on emotional and social wellbeing
- Practice and advocate in alignment with social justice principles
- Demonstrate best practice principles to provide quality engagement, intake, assessment and therapeutic support.
- Assist in the development, implementation and provision of group programs including appropriate resources.
- Provide direct service, advocacy and coordination to support client recovery goals.
- Support integrated treatment pathways for clients.
- Working effectively with and understand the role and scope of other professionals involved in a multidisciplinary team or care arrangements to meet the holistic needs of clients.
- Ability to provide information to clients and staff about appropriate referral pathway and treatment options including secondary consultation.
- Promote health and wellness and offer psycho-education to individuals, families and communities as determined.
- Maintain case notes and other relevant data in CIMS internally and externally as required.

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**Reporting**

- Complete and maintain appropriate clinical records and statistical reports according to the organisation's policy and funding body standards. All of which is to be done in a contemporaneous manner
  - Ensure all data and other reporting requirements of funding bodies are submitted as required into the relevant data system and client file management system.
  - Ensure all client interactions are documented within BCH's client management system
  - Support the program to achieve performance targets and to effectively measure outcomes
  - Where required, provide material for written reports to the Manager and Executive Manager, including contributions for annual and quality of care reports, member newsletters and reports for The Board
  - Work closely with and under direction from the AOD & MH Clinical Integration Lead Role
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**Scope**

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
  - Practice in a manner consistent with the requirements of the relevant professional registration and relevant registration board
  - Continuing education to keep abreast of changes
  - Aligning practice that evaluates and implements interventions that address barriers to functioning and participation in meaningful daily activities eg work, recreation, self-care. Inclusive of assessment, psychological intervention and psychoeducation.
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**Organisational Responsibilities**

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
  - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
  - Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
  - Work within professional boundaries and relevant scope of practise at all times
  - Maintain relevant professional registration
  - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
  - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
  - Participate in compulsory BCH training programs
  - Ensure that client and staff confidentiality is respected and upheld at all times
  - Attend and actively participate in meetings as required
  - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
  - Participate in performance development plans and supervision
  - Participate in the organisation's continuous quality improvement programs and activities
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**Qualification requirements**

Essential Qualifications and Requirements:

- Tertiary qualification in Occupational Therapy
- Post graduate qualification in Mental Health
- Current full registration with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable: Working towards AOD qualifications

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## Key Selection Criteria

### 1. Experience:

- Minimum 2 years' experience in mental health
- Experience inclusive of working with young people including demonstrated skills related to the provision of psychological counselling that is developmentally appropriate and time limited.
- Demonstrated understanding of occupational therapy theory, models and their application in community mental health settings.
- Knowledge of mental health systems, including legislation, diagnoses and
- Knowledge of commonly used medications and potential interactions with mental health and substance use would be desirable.
- An understanding of the concept of recovery as it relates to mental health and alcohol and other drugs.
- Working knowledge of trauma-informed principles in practice
- Understanding of development, life stages and transitions and how to relate this to the client presentation and meaningful goals and strategy.

### 2. Interpersonal Skills:

- Proven ability to provide excellent service to client, staff, and general community members
- Effective oral and verbal communication skills, including the ability to show empathy and patience towards clients and staff

### 3. Written Communication:

- Strong written communication skills
- Effective assessment, formulation and goal planning
- Timely and Professional standard case records and relevant documentation.

### 4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

### 5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail
- Sound understanding and practice related to task and client related activity scheduling

### 6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work

## Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

- Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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