

Position Description

Position Title:	Graduate Mental Health Occupational Therapist
Reports to:	Nurse Unit Manager or Clinical Manager of Mental Health Program
Department:	Mental Health
Directorate:	Community Care & Mental Health
Cost centre:	H0856
Code & classification:	Occupational Therapist Grade 1, Years 1-3 (YB13 – YB15)
Employment conditions:	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 and its successors, and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The graduate Occupational Therapist (OT) will report directly to the program manager within the relevant mental health program. This role has been established to allow entry level OT's the opportunity to gain confidence and competency working in the public mental health sector. The overall aim is for entry level clinicians to be supported in delivering high quality trauma informed, consumer-centred and holistic care to people living with serious mental illness.

A structured 12-month program will support the transition to practice with regular discipline specific supervision, reflective practice, training, education and self-care.

The program will include:

- Intensive orientation program
- Regular clinical supervision
- Peer support program
- Structured education, training, & professional development opportunities
- Targeted career planning & progression consultations
- Protected caseloads

The position will be supported by a Mental Health OT Educator and consist of two 6 monthly rotations and through areas within the organisation. Rotations may include:

- Adult Psychiatric Inpatient Unit – Wanyarra
- Adult Community Mental Health Team
- Infant, Child and Youth Wellness Mental Health Service (ICYWMHS)
- headspace Centres

- Aged Psychiatry Assessment and Treatment Team (APATT)
-

RESPONSIBILITIES AND DUTIES

- The following duties are inclusive of but not limited to
 - Delivery of a comprehensive, consumer focussed occupational therapy service in the sub-acute, acute and outpatient mental health settings.
 - Under the direction of a senior clinician provide Occupational Therapy assessment and intervention specific to consumer needs.
 - Contribute to the planning, implementation, and evaluation of therapeutic group programs on the inpatient unit as part of the multidisciplinary team
 - In community settings, under the direction of a senior clinician, to work with a small allocated case load to provide clinical management, treatment, and support.
 - Where indicated, to support consumers with their applications for the National Disability Insurance Scheme (NDIS). This may include providing evidence of functional impact of their psychosocial disability, assisting in preparing for planning meetings and articulating aims of application.
 - Promote and model collaborative and respectful staff-staff and staff-consumer relationships and to reflect on and resolve interpersonal tensions and utilise clinical supervision in peer settings.
 - Establish effective working relationships with all internal and external agencies to promote an integrated approach to service delivery.
 - Demonstrate a consumer centred, trauma informed, holistic focus and cultural sensitivity with interactions with consumers, carers, staff and the community.
 - Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
 - Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
 - Ability to recognise the needs of family members/carers including dependants and consider relevant support options.
 - Recognises the importance of work/life balance and use strategies of self-care
 - Establish and maintain effective therapeutic relationships with consumers and their families/carers.
 - Participate in regular professional and peer supervision.
-

PERSONAL QUALITIES AND CAPABILITIES

- Understand own emotions and feelings and how they can impact performance
- Being open to feedback and aware of own strengths and areas for development
- Demonstrating reliability by meeting commitments and utilising organisational and time management skills
- Remain open and flexible to change.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge
- Sound communication and interpersonal skills
- Assume responsibility for own learning needs, and develop personal learning objectives with guidance from supervisor and practice leads and in line with competency framework
- Self-motivated with high level of communication, teamwork and time management skills.

- Ability to actively listen, sensitively respond and understand others' perspectives
- Ability to manage conflict in the workplace through active listening, open communication and de-escalation.
- Develop and maintain appropriate professional working relationships with members of the multi-disciplinary team and external service providers
- Work collaboratively with others toward shared goals
- Effectively works as part of a team and models team qualities like respect, helpfulness and cooperation.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- An approved tertiary qualification in Occupational Therapy and registration with Australian Health Practitioner Regulation Agency (AHPRA)

Essential:

- Recently graduated or new to the mental health field (early career)
- Have a commitment to professional development, service development and evaluation
- Have a commitment to acute/community mental health for people who experience mental illness and psychological distress
- Manage time and prioritise competing demands to ensure clinically appropriate care is delivered in a timely manner, and non-clinical timeframes and responsibilities are met
- Current Victorian Driver's License

Desirable:

- Knowledge of the Mental Health and Wellbeing Act 2022 and other relevant legislation
- An understanding of the concept of Recovery as it relates to mental health

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Successful completion of graduate program including all learning requirements, and participation in supervision and study days.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Community Care & Mental Health	Graduate Mental Health Occupational Therapist
Reviewed by:	Senior Mental Health Nurse
Issue Date:	December 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)