

Disclaimer

Please be advised that this resource has been prepared by the Aboriginal Health and Medical Research Council of NSW (AH&MRC) to broadly meet the needs of AH&MRC's Member Organisations. This resource is a general guide and will need to be amended to suit your particular organisation.

AH&MRC cannot guarantee that this resource will meet all the requirements of your individual organisation and may not be relevant to particular patients or their circumstances. AH&MRC strongly recommends that you undertake your own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing.

INTELLECTUAL PROPERTY AND COPYRIGHT

Unless otherwise expressly stated, the copyright of this resource is owned by AH&MRC. This resource may only be used by AH&MRC's Member organisations and cannot be used for any other purpose or by any other organisation or group.

This resource must not be published or replicated without AH&MRC's written permission. All other rights are reserved.

LIMITATION OF LIABILITY

AH&MRC takes reasonable steps to maintain the accuracy of information available in this resource, however, some or all of the information is current at the date of the first publication, and may, from time to time, be amended, or become superseded or otherwise inaccurate. AH&MRC is not responsible for ensuring that the information contained within this resource is accurate, current, suitable or complete, and offers no guarantee that this resource will meet your organisation's or particular patients needs.

Accordingly, where conditions and warranties implied by law cannot be excluded, the AH&MRC limits its liability where it is entitled to do so. Otherwise, AH&MRC, its employees and agents are not liable for any loss or damage (including consequential loss or damage) to any users of this resource, however caused, which may arise directly or indirectly from this resource.

GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Insert Organisation's Letterhead / Header]

DUTY STATEMENT

POSITION TITLE:	Occupational Therapist
REMUNERATION/CONDITIONS:	Contracted through Local Health District (LHD), Rural Doctors Network (RDN), or alternate funding body.
POSITION STATUS:	Contracted or Part-time
DIRECTLY RESPONSIBLE TO:	Practice Manager
PERFORMANCE APPRAISAL:	Annual review conducted jointly with Practice Manager and funding body (if applicable), considering community demand and service feedback.
POSITION FUNCTION:	To support patients to participate meaningfully in daily activities by improving functional ability, independence, and wellbeing, with a focus on culturally appropriate care and social determinants of health.
MINIMUM SKILLS REQUIRED:	AHPRA registration as an Occupational Therapist

POSITION SUMMARY

The Occupational Therapist provides therapeutic assessment, intervention, and education for patients of all ages experiencing functional limitations. The role supports recovery, independence, and access to community life through a holistic and strengths-based approach that complements broader primary healthcare and social support programs.

RESPONSIBILITIES

- Deliver culturally responsive occupational therapy interventions for patients of all ages
- Conduct functional, sensory, and environmental assessments
- Develop individualised therapy and rehabilitation plans in collaboration with the patient and care team
- Support patients with chronic disease, disability, or injury to increase independence and improve quality of life
- Recommend assistive equipment, home modifications, and support referrals
- Provide support for daily living, social participation, mental health, and community reintegration
- Deliver group programs and contribute to community wellbeing activities where appropriate
- Assist with care coordination and input into chronic disease management plans
- Collaborate with Aboriginal Health Workers, GPs, and allied health team

MEETINGS

- Attend team case discussions and briefings where relevant and feasible
- Engage in reflective practice and service feedback forums annually

KEY PERFORMANCE INDICATORS

Focus Area	KPI
Service Delivery	Deliver [**] therapy sessions or assessments annually
Documentation	Document all contacts and plans in PMS within 24 hours
Community Engagement	Participate in at least 1 community wellbeing or education activity

PROFESSIONAL DEVELOPMENT

- Maintain AHPRA CPD requirements
- Engage in learning related to Aboriginal cultural safety, trauma-informed practice, and social health determinants
- Participate in clinical supervision and peer support activities

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrated ability to deliver occupational therapy services in a culturally respectful and safe manner
- Experience working in Aboriginal health, community health, or rehabilitation settings
- Knowledge of person-centred care and strengths-based therapy approaches
- Strong communication, problem-solving, and documentation skills

MANDATORY REQUIRMENTS

- Current AHPRA registration as an Occupational Therapist
 - Evidence of cultural awareness training or willingness to complete
 - Public liability and professional indemnity insurance
 - Current CPR certificate
 - Current National Police Check
 - Current Working with Children Check or equivalent clearance
 - Current Driver's Licence
 - Compliance with all organisational policies and procedures
 - Adhere to confidentiality and privacy requirements in line with the Health Records and Information Privacy Act 2002 (NSW) and other relevant legislation.
-

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____