



## Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

# Job Description Form Occupational Therapist

## Vision Statement

**Aboriginal people in Kununurra** and the North-East Kimberley are supported to live **prosperous lives that are strong, healthy, and culturally safe.**

## The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

## Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

## Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



### Community

We bring our connection with community to everything we do

PEOPLE TOGETHER



### Respect

We show respect for a people, cultures and backgrounds

HEALTHY TOGETHER



### Passion

We are deeply motivated to achieve outcomes

MY MOB



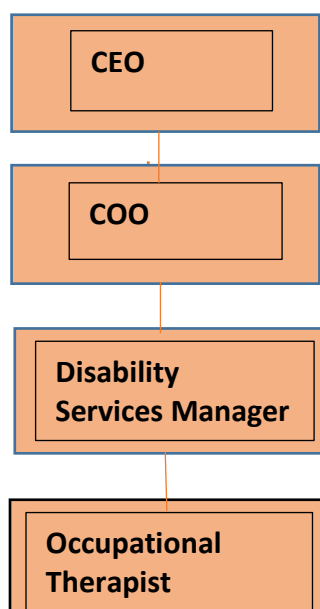
### Equality

We strive for equality, fairness and empathy for all people

HEALTH & WELLBEING

<b>Position Title</b>	Occupational Therapist
<b>Work Group</b>	Disability Services
<b>Work Unit</b>	NDIS
<b>Reports To</b>	Disability Services Manager
<b>Direct Reports</b>	0
<b>Award / Agreement</b>	<i>Health Professionals and Support Services Award 2020</i>
<b>Award Classification</b>	Level: 3
<b>Approved by CEO</b>	28.05.2026

### Team Structure



### Position Purpose

Working as part of the wider OVAHS team in Kununurra and surrounding communities, the Occupational Therapist plays an integral role for patients and their families. The OT provides assessment, intervention, and capacity-building services to children, adults, and families in the East Kimberley. The role focuses on enhancing functional independence, social participation, and wellbeing, with a strong emphasis on culturally safe practice and community engagement.

The role will be varied across the National Disability Insurance Scheme, as well as other funding sources. There will be a strong emphasis on paediatric referrals and early years supports. The OT will complement the existing clinical and non-clinical services already at OVAHS, ensuring the support on offer is more holistic and integrated.

**Aboriginal and/or Torres Strait Islander persons are strongly encouraged to apply.**

## Strategic Alignment

The organisation's Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role is aligned with all four Strategic Goals.



POSITIVE  
CHANGE



HEALTH &  
WELLBEING



SUPPORT  
COMMUNITY



HEALTHY  
TOGETHER

### Primary health Care

Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.

### Social and Emotional Wellbeing

Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.

### Specialised Health

Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.

### Population Health

Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.

## Key Stakeholder Relationships

### External

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

### Internal

- Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

## Responsibilities of this Position

The Occupational Therapist role will work across multiple service delivery areas, including the National Disability Insurance Scheme, health programs and clinical services. This role will implement occupational therapy services to referred patients from multiple portfolios providing assessment, recommendations and interventions as required for all referred individuals.

Duties may include, but will not be limited to:

- Conducting intake needs and risk assessments, triaging new referrals according to urgency/acuity, as well as program capacity and funding scope.
- Completing comprehensive functional capacity assessments with referred individuals, including specific recommendations for supports and ongoing interventions. These may be for the purposes of gaining access to NDIS, for improved NDIS plan funding, or for other clinical purposes.
- Completing clinical OT support for individuals and families referred via the OVAHS clinic, ensuring this is compliant with Medicare requirements.
- Working alongside OVAHS clinical team and visiting paediatric services to complete clinical assessments and diagnoses for identified children, targeting existing gaps in this specific area where diagnostics can sometimes experience significant delays.
- Support the work of the clinical, non-clinical and NDIS program areas to ensure individuals are being supported to achieve goals, build capacity, progress towards greater independence and autonomy with their lives.
- Where required this role may involve outreach to other towns and communities to support referred individuals and families. This may involve remote travel and the possibility of overnight stays, to be negotiated between the staff member and their manager.
- Maximise the involvement of individuals and their families in designing and developing their support plans.
- Delivery of services within budget, in a timely manner and in a manner that does not compromise the needs of the people we support.
- Participate in clinical supervision, reflective practice, and ongoing professional development.
- Uphold culturally secure, trauma-informed, and strengths-based practice principles.

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## Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.

Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS

## General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
  - Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
  - Attend and participate in professional development activities including workshops and training as required.
  - Attend and participate in Employee Development Days.
  - Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
  - Identify and assist in reducing Work Health and Safety hazards and risks.
  - Follow the reasonable direction of Work Health and Safety representatives.
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## Qualifications, Skills, Experience and Knowledge

### Essential

- A tertiary level degree in Occupational Therapy and active clinical registration through AHPRA.
- Previous experience working in community-based, client-facing therapeutic roles as an occupational therapist.
- Previous experience supporting families of children with complex needs, facing additional intersectional challenges including cultural barriers, intergenerational trauma, disability, complex medical issues and severe functional impairments.
- Excellent Interpersonal and Communication skills.
- Demonstrated ability to work with a diverse range of people and employ an adaptable approach in dealing with people of different cultural backgrounds.
- Work well in a team and independently.
- Knowledge and understanding of the issues faced by Aboriginal people in rural and remote areas and the impact they may have on health and wellbeing.
- Proficient administrative skills and knowledge with experience in Microsoft Office Suite, and a Client Management System (CMS).
- An understanding of and commitment to Aboriginal Community Control and self-determination.
- Knowledge and understanding of the National Disability Insurance Scheme (NDIS) and experience in utilising a range of community-based supports to achieve client goals within a framework of person-centred practice.
- High level of interpersonal, communication skills, including the ability to negotiate and work collaboratively and successfully with community-based stakeholders.

### Desirable

- Previous experience within an Aboriginal and Torres Strait Islander Community Controlled Health Service.
- Previous experience working in Australia in a remote or regional context.
- Knowledge of NDIS.

### EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with OVAHS Policies. The following checks will be required for this role:

- National Police Check (current within the previous 3 months, or willingness to obtain
- Valid Working with Children Check
- Current AHPRA Verification Check
- Current and Valid Driver's License
- NDIS Worker Screening Check (can be completed following successful application)
- Other

### Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	