



Job Description Form

Occupational Therapist

Disability and Allied Health Services

Position details

Classification Level: Specified Callings Level 2

Award/Agreement: PSA 1992 / Public Sector CSA Agreement 2024 (and any subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services; Offender Services; Justice Health and Wellbeing Services, Psychological Health and Wellbeing Services

Physical Location: Prisons state-wide

Reporting relationships

Responsible to: 017113 – Manager Disability and Allied Health Services- Specified Calling Level 4

This position: Occupational Therapist (Generic) - Specified Calling Level 2

Direct reports: NIL

Overview of the position

The Justice Health and Wellbeing Services (JHWS) Branch of Offender Services Directorate delivers health and allied health services to individuals in prison.

The JHWS patient cohort includes some of the most vulnerable and high-risk individuals in the state whose needs are often numerous and significantly more complex than the wider community.

JHWS services are delivered by multidisciplinary teams made up of highly specialised staff including nurses, consultant psychiatrists, psychologists, social workers, aboriginal mental health workers and prison support officers. The Occupational Therapist will work as part of the JHWS multidisciplinary team.

JHWS care includes assessment, diagnosis, and on-going care and treatment via a case management model. This includes providing clinical risk

assessments and interventions to prisoners identified as being at acute risk of suicide or self-harm or those who are vulnerable within the prison system; therapy and psychological treatments and interventions for commonly occurring conditions such as anxiety and depression; and medication administration.

All JHWS treatment within the prisons is provided on a voluntary basis only with those requiring treatment against their will being referred to an authorised mental health hospital under the provisions of the *Mental Health Act 2014*.

JHWS services aim to provide holistic and recovery focused care equivalent to that available in the Community.

The Occupational Therapist will be responsible for providing all Occupational Therapist (OT) assessment, interventions and care planning.

Job description

As part of the Disability and Allied Health Services team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Determine, provide and coordinate evidence-based specialist Occupational Therapy services to clients including screening, assessment, interventions, evaluation and care planning using a consumer-focused recovery framework.
- Assist in completing assessments and supporting documentation for National Disability Insurance Agency referrals.
- Provide consultation service in area of speciality, as appropriate.
- Maintain individual client records and related demographic data within Departmental guidelines.

- Assist in the formulation, development and implementation of the JHWS Model of Care including providing Occupational Therapy input for policies and programmes.
- Actively prioritise and coordinate own caseload including participating in clinical review meetings and case conferences as appropriate.
- Initiate, implement and participate in quality improvement and/or research activities in consultation with the Manager to systematically evaluate service delivery and meet client needs.
- Participate in Departmental and other meetings as required to meet organisational and service objectives.
- Support and liaise with clients, colleagues, medical, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- Complete clinical documentation and undertake administrative tasks as required.
- Develop and lead/co-facilitate Occupational Therapy relevant group interventions with prisoners to promote functionality, community living skills, and wellbeing.
- Advocate opportunities for meaningful activities within the prison to minimise prisoners' occupational deprivation, promoting prisoner emotional regulation, and facilitating transition to the community.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Role Specific Criteria

1. Tertiary qualification in Bachelor of Science (Occupational Therapy) and eligible for registration with the Occupational Therapy Board of Australia (AHPRA).
2. Experience and clinical skills in planning, implementing and evaluating Occupational Therapy services in Disability and Allied Health Services (DAHS) caseloads.
3. Proven ability to develop, plan and apply skills in assessment, treatment techniques and discharge planning appropriate to DAHS caseload in a fast and efficient manner.
4. Commitment to, involvement in and initiation of professional self-development, the service scope of practice, service development, quality improvement and research for the DAHS caseload.

5. Well-developed interpersonal skills and communication, both written and verbal.
6. Demonstrated ability to provide clinical support and supervision to relevant staff members, students and support staff.
7. Demonstrated ability to work independently without supervision, including effective caseload management and time management skills and to work collaboratively and supportively within multidisciplinary teams.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery

Special requirements/equipment

Appointment is subject to:

- This position is classified Specified Calling as per Clause 12 of the Public Service Award 1992 and the Government Officer's Salaries Allowances and Conditions Award 1989.
- Evidence of current registration by the Occupational Therapy Board of Australia must be provided prior to commencement.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Deputy Commissioner Offender Services

Signature: _____ Date: January 2026

HR certification
date: January 2026