

Position Description | Te whakaturanga ō mahi

Health New Zealand | Te Whatu Ora

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Title	Occupational Therapist
Reports to	Team Leader
Location	Level 1, Adelaide Road, Mt Cook, Wellington 6021
Department	Community Alcohol and Drugs Service (CADS)
Date	31/08/2026
Salary band (indicative)ⁱ	Allied Health Step 1 \$79 014 to Step 7\$110 290:
Children's Worker roleⁱⁱ	[Yes]

Better Health, Better Care, Every Day.

Health New Zealand | Te Whatu Ora is committed to providing high-quality healthcare for all New Zealanders. We are focused on improving access to care, delivering better health outcomes, achieving national health targets, and ensuring the long-term sustainability of our health system.

We know that great healthcare starts with great people. That's why we are committed to building a high-performing, inclusive workplace where our people are supported to grow, contribute, and make a real difference for patients, whānau, and communities across Aotearoa.

About the role

The primary purpose of the role is to:

The Addiction Service is a multidisciplinary team comprising of psychiatrists, psychologists, nurses, social workers, occupational therapists, medical officers, a consumer consultant and administration staff. We are managed by a Team Leader.

The team offers specialist services for people with substance use and coexisting mental health problems or coexisting physical illness. We are committed to the development of addiction services across the 3 DHB (LNI sub-region). The focus of the service is on providing evidenced based treatment interventions for those people who present with more complex needs and higher risks.

Addiction Services are committed to fully implementing the Choice and Partnership Approach (CAPA) and require clinicians who are familiar with this approach and have relevant skills.

Purpose of the role:

To provide case management support to our clients who experience issues with addiction within the moderate to severe range and/or mental or physical health challenges related to their addiction. Clients within our service require skilled assessment, treatment and support to assist them and their whānau/ supports along the recovery journey. Our client group is diverse and we cover a broad-

spectrum both socioeconomically and culturally. Specialist services also cater to specific population groups eg. Maori Mental Health, Health Pacifica, Maternal or Community Drug and Alcohol Services

Occupational Therapists work as part of our multidisciplinary team, to provide assessments and interventions for clients in our service. Occupational Therapists will also provide individual case management support and may also facilitate group work with our clients.

Our Occupational Therapist within the team, are responsible for providing clinically effective service users assessment, treatment, intervention and goal setting with service users. This includes treatment /recovery plans developed together with the service users and family/whanau. The role also involves on –going monitoring and discharge planning.

Key Result Area	Expected Outcomes / Performance Indicators
Access and Outcomes	• Supports efforts to improve access to services and achieve better outcomes for the communities we serve. • Uses evidence and insights to identify barriers and opportunities for improvement. • Contributes to inclusive, responsive, and effective service delivery.
Te Tiriti o Waitangi	• Demonstrates a commitment to understanding and applying Te Tiriti o Waitangi in a practical and appropriate way. • Supports initiatives that improve outcomes for Māori and strengthen relationships with Māori partners and stakeholders. • Contributes to an inclusive workplace that values diversity and supports the attraction, development and retention of Māori employees.
Health & safety	• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware.

Matters which must be referred to your manager

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
- Referring Agencies - Community Social Services and Agencies. - NGOs. - Recognised tertiary education providers. - Professional Registration Boards. - Professional Associations [insert external relationships] .	[Client, whanau, family and support people. - Multidisciplinary team. - Community Mental Health Team. - Professional lead. - Consumer Groups. - Whanau Care Service. - Specialist Groups. - Administrators. .

About you – to succeed in this role

You will have

Essential:

- Bachelor degree in Occupational Therapy (or an approved equivalent qualification) from an accredited institution
- Current registration with Occupational Therapy Board of New Zealand
- Current APC
- Knowledge and experience of working in the A&D field is required.
- Ability to transfer care plan goals to meaningful client centered interventions and activities.
- Ability to adapt work practices to reflect the specialised level and type of care for the client group.
- High standard of written and spoken English
- Current Full New Zealand Driver's License

Desired:

- [Providing high quality care for our clients*
- A commitment and understanding of the te Tiriti o Waitangi (and application to health) and a willingness to work positively in improving outcomes for Māori*
- Delivering identified outcomes*
- Mental Health experience an advantage.*
- Demonstrate ...]*

You will be able to

Essential:

- Deliver results through effective planning, sound judgement, and personal accountability.
- Build trusted relationships and works collaboratively to achieve shared goals.
- Communicate clearly and adapts their approach to different audiences and situations.

- Demonstrate curiosity, adaptability, and a commitment to continuous improvement.
- Maintain high standards of professionalism, integrity, and ethical behaviour.
- Contribute to a positive, inclusive, and safe working environment.
- Take responsibility for their own development and supports the development of others where appropriate.

Desired:

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ⁱ Salary band reference is for internal benchmarking and role sizing purposes only. The salary band designation is not a term or condition of employment and may be changed by the HNZ. Changes to the salary band will not affect an employee's current salary or remuneration.

ⁱⁱ The Children's Act 2014 makes provisions for the protection of children and helping them thrive, achieve and belong. At Health New Zealand, we safety check every children's worker. The purpose of this safety check is to reduce the risk of harm to young people and is a legal requirement for those employed in work that involves contact with children and young people including face-to-face, over the phone, or email contact. It is part of our commitment to ensuring the wellbeing and safety of children and young people. Your continued employment with Health NZ is conditional on a satisfactory safety check.