

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 / Clinical Nurse Manager
Location	14 Harthan Place, Porirua
Department	Porirua Community Mental Health Team

Direct Reports	0	Total FTE	1
Date	23/7/26		
Salary band (indicative)ⁱ	Collective agreement		
Children's Worker roleⁱⁱ	No		

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:

An occupational therapist provides safe and clinically effective patient/client assessment and intervention, within a specific clinical area with a development of more in depth knowledge and skills.

Key Result Area	Expected Outcomes / Performance Indicators
Clinical Practice	- Takes legal and professional responsibility for managing own caseload of patients/clients with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention. - Utilises information available to prioritise patients/clients to enable appropriate allocation of referrals and workload with staff in the team. - Carries out comprehensive assessment with patients (and whānau where appropriate) This may include use of standardised assessments to assist in assessment and intervention planning.

	• Formulates and delivers individualised occupational therapy intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account the patient's own goals and those of the wider multidisciplinary team (MDT). • Demonstrates effective communication, to establish a therapeutic relationship and sets expectations with patients / clients, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information. • Assesses the patient's understanding of assessment, interventions and goals and gain informed consent for intervention, taking into account those who lack capacity (e.g. those with cognitive difficulties). • Regularly reassesses and evaluates the patient / client's progress against identified goals and adjust intervention as situations change. • Refers on to other services to work with the patient/client towards achievement of longer term goals. • Develop comprehensive discharge / transfer plans as appropriate. • Carries out regular clinical risk assessments for patients/ clients on own caseload and takes action to effectively manage identified risks, seeking support where appropriate. • Demonstrates provision of culturally safe and bicultural practice with patients and their whānau. • Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for the patient/client and/or whānau. • Represents the service and / or individual patients/clients at clinical meetings and case conferences to ensure the delivery of a coordinated multidisciplinary service and to ensure occupational therapy is integrated into the overall intervention (where appropriate) including discharge planning. • Completes documentation consistent with legal and organisational requirements. Adheres to any applicable • Provides advice, teaching and instructions to patients, carers, relatives and other professionals to promote consistency of support being delivered. • Demonstrates awareness of local, sub-regional and regional context in relation to provision of health and social support and the impact on service provision. • Identifies unmet needs of patients and identifies potential solutions to address these needs. • Demonstrates an understanding of the roles of the multidisciplinary team.
Teaching and Learning	• Maintains competency to practice through identification of learning needs and Continuing Competency (CPD) activities. This should comply with professional registration requirements. • Contributes to training within the team/service.

	• Supervises, educates and assesses the performance of occupational therapy students. • Provides interdisciplinary education in direct clinical area, or discipline specific teaching across teams. • Demonstrates the ability to critically evaluate research and apply to practice. Maintains an awareness of current developments in the clinical areas being worked in and make recommendations to changes in practice. • Be involved in the induction and training of newly appointed staff as required. Completes mandatory training as applicable for the role. • Participates in an annual performance review and associated clinical assurance activities. • Participates in regular professional supervision in line with the organisations requirements and/or professional body. • Provides mentoring and clinical support and / or professional supervision where required.
Leadership & Management	• Attends and contributes to relevant department, clinical and team meetings, leading and facilitating such meetings as requested. • Assists team leaders and professional leaders in clinical assurance activities of occupational therapy staff as requested. • Directs and delegates work to allied health assistants and support staff as required in the role, ensuring that delegated tasks, documentation and communication is carried out.
Service Improvement and Research	• Broadens research and development skills through participation in local audit and research projects as identified by team leaders, professional leaders or Advanced or Expert AH professionals. • Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional • Develops and /or participates in regional / sub regional professional networks as appropriate to area of work. • Establishes working partnerships with external organisations to promote integrated working. • Contributes to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process. • Practises in a way that utilises resources (including staffing) in the most cost effective manner. • Awareness of and complies with all legislative and contractual requirements as applicable to the role (e.g. Health and safety in Employment Act 1992, Privacy Act 1993, Vulnerable Children's Act 2014, Privacy Act, ACC service specifications etc.).
Quality and Risk	• Contributes to the quality processes within the team/service • Identifies risks, potential solutions and notifies manager of these • Complies with guidelines, protocols and policies • Complies with legal/legislative requirements • Participates in team/service risk minimisation activities • Complies with MHAIDS reportable events policy

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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
• Family/Whanau • Occupational Therapy Tertiary education providers • Community agencies – • NGO's • Professional Registration board • Professional Association	• Operations Manager • Professional Leader Occupational Health (professional accountability) • Multidisciplinary team • Patient, Whānau, & support people • Community Mental Health • Teams • Consumer consultants and advisors

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| <ul style="list-style-type: none"> Other National Adult Mental Health Teams both inpatient and community [insert external relationships] | <ul style="list-style-type: none"> Cultural consultants and advisors Whanau Care Service Administrators |
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About you – to succeed in this role

You will have

Essential:

- NZ Registered Occupational Therapist with current annual practicing certificate.
- Member of Occupational Therapy New Zealand - Professional Association (desirable).
- Full drivers licence
- Risk management and formulation
- Strong Occupational Therapy practice –experience promoting the Occupational Therapy role whilst working as part of an MDT
- Sensory Modulation knowledge
- Ability to support a large MDT
- Evidence of experience working in an acute environment
- Demonstrates skills and knowledge in the application of functional, cognitive, recovery and rehabilitative approaches to Occupational Therapy based assessment and intervention.
- Demonstrates evidence of advanced clinical reasoning.
- Experience supervising OT colleagues
- insert experience]
- Providing high quality care for the consumer
- 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
- Working collaboratively with other clinicians
- Ensuring that they follow through on their work
- Delivering identified outcomes

Desired:

- Team Work Develops constructive working relationships with other team members;
- Have a friendly manner and a positive sense of humour;
- Works cooperatively - willingly sharing knowledge and expertise with colleagues;
- Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments;
- Supports in word and action decisions that have been made by the team;

- Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.
- Quality and Innovation Provides quality service to those who rely on one's work;
- Looks for ways to improve work processes - suggests new ideas and approaches;
- Explores and trials ideas and suggestions for improvement made by others;
- Shows commitment to continuous learning and performance development.
- Taking responsibility Is results focussed and committed to making a difference;
- Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected;
- Adjusts work style and approach to fit in with requirements;
- Perseveres with tasks and achieves objectives despite obstacles;
- Is reliable - does what one says one will;
- Consistently performs tasks correctly - following set procedures and protocols.
- Communication Practises active and attentive listening;
- Explains information and gives instructions in clear and simple terms;
- Willingly answers questions and concerns raised by others;
- Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged;
- Is confident and appropriately assertive in dealing with others;
- Deals effectively with conflict.
- Integrity and Trust Is widely trusted;
- Is seen as direct, truthful individual;
- Can present the unvarnished truth in an appropriate and helpful manner;
- Keeps confidences;
- Admits mistakes;
- Doesn't misrepresent him/herself for personal gain.
- Customer Focus Is dedicated to meeting the expectations and requirements of internal and external customers;
- Gets first-hand customer information and uses it for improvements in products and services;
- Acts with customers in mind;
- Establishes and maintains effective relationships with customers and gains their trust and respect.
- Priority Setting Spends his/her time and the time of others on what's important;
- Quickly zeros in on the critical few and puts the trivial many aside;

- Can quickly sense what will help or hinder accomplishing a goal;
- Eliminates roadblocks;
- Creates focus.
- Partnership with Maori Understands the principals of Te Tiriti o Waitangi and how these apply within the context of health service provision;
- Applies the notion of partnership and participation with Maori within the workplace and the wider community;
- Promotes and participates in targeting Maori health initiatives by which Maori health gains can be achieved. Implements strategies that are responsive to the health needs of Maori.

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.
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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.