Health New Zealand
Te Whatu Ora

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, Lucie Terry
Location	Rātonga O Rua Campus, 45 Raiha Street Porirua
Department	Tāwhirimātea

Direct Reports			**Total FTE**	1.0 full time
Budget Size	**Opex**		**Capex**	
Delegated Authority	**HR**		**Finance**	
Date	28/10/26			
Salary band (indicative)[i]	Step 1 $77,087 – Step 7 $107,600			
Children's Worker role[ii]	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:

Provide safe and clinically effective tangata whaiora assessment and intervention, within a specific clinical area with a development of more in depth knowledge and skills. Tāwhirimātea is a safe care 29 bed unit. The unit provides a range of both individual and group programs and activities that support recovery for tangata whaiora who may require the support of a safer environment. Tangata whaiora are able to access services both on and off the unit. A multi-disciplinary team approach works in collaboration with tangata whaiora and whanau.

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.
Clinical Practice	▪ Takes legal and professional responsibility for managing own caseload of tangata whaiora with increasing complexity and be able to independently adapt and make decisions regarding occupational therapy intervention. ▪ Utilizes information available to prioritize tangata whaiora to enable appropriate allocation of referrals and workload with staff in the team. ▪ Carries out comprehensive assessment with tangata whaiora (and whānau where appropriate). This may include use of standardized assessments to assist in assessment and intervention planning. ▪ Formulates and delivers individualized occupational therapy intervention using comprehensive clinical reasoning skills and in depth knowledge of treatment approaches. This should, take into account tangata whaiora own goals and those of the wider multidisciplinary team (MDT). ▪ Demonstrates effective communication, to establish a therapeutic relationship and sets expectations with tangata whaiora, whānau and the MDT, inclusive of the wider health team and external agencies as appropriate. This includes relaying complex, sensitive and contentious information.

	▪ Assesses tangata whaiora 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 tangata whaiora progress against identified goals and adjust intervention as situations change. ▪ Refers on to other services to work with tangata whaiora towards achievement of longer term goals. ▪ Develop comprehensive discharge / transfer plans as appropriate. ▪ Carries out regular clinical risk assessments for tangata whaiora on own caseload and takes action to effectively manage identified risks, seeking support where appropriate. ▪ Demonstrates provision of culturally safe and bicultural practice with tangata whaiora and their whānau. ▪ Demonstrates an awareness of health inequalities, with evidence of implementing actions within own clinical practice towards reducing these for tangata whaiora and/or whānau. ▪ Represents the service and / or individual tangata whaiora 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 organizational requirements. Adheres to any applicable recognized best practice for occupational therapy and any relevant clinical policies and practice guidelines. ▪ Provides advice, teaching and instructions to tangata whaiora, carer's, 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 tangata whaiora 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 organizations 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.
Innovation & Improvement	• Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Models an agile approach – tries new approaches, learns quickly, adapts fast. • Develops and maintains appropriate external networks to support current knowledge of leading practices.
Collaboration and Relationship Management	• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same. • Works with peers in Hauora Māori Service and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services.

Reports to the Team Leader

Matters which must be referred

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.
- [insert other matters which must be referred, and who they should be referred to]

Relationships

External	Internal
• Family/Whanau • Occupational Therapy Tertiary education providers • Community agencies – • NGO's • Professional Registration board • Professional Association • Other National Adult Mental Health Teams both inpatient and community	• Operations Manager • Professional Leader Occupational Health (professional accountability) • Multidisciplinary team • Patient, Whānau, & support people • Community Mental Health • Teams • Consumer consultants and advisors • Cultural consultants and advisors • Whanau Care Service • Administrators

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 is essential

Desired knowledge, skills & experience:

- Experience in implementing Te Tiriti o Waitangi in action
- 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

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:

- Providing high quality care for the consumer
- Working collaboratively with other clinicians
- Ensuring that they follow through on their work
- Delivering identified outcomes

[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.