ACT Government
Health and Community Services

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Community Participation, Sector Development and Regulation

Business Unit: Child Development Service

Position Title: Occupational Therapist

Position Number: P59374

Classification: Health Professional Level 2

Location: 26 Weingarth Street, Holder

Last Reviewed: October 2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Community Participation, Sector Development and Regulation Division comprises four branches and two statutory functions. It works to strengthen community connections and participation opportunities for all Canberrans, including those from culturally diverse backgrounds, children and families, seniors and veterans. The Division facilitates engagement between the community and government and enhances the capacity of the community sector through a variety of support and development activities.

The Division is responsible for early support and intervention of children and their families including through case coordination, referral, assessment and therapy for children who may be experiencing concerns with development or who may need targeted services due to other vulnerabilities. Sites include the Child and Family Centres and the Child Development Service.

BUSINESS UNIT OVERVIEW

The Support Services for Children Branch provides early intervention and prevention services to ACT children and their families. The Branch manages three Child and Family Centres, located across Canberra in Gungahlin, West Belconnen and Tuggeranong, and the Child Development Service in Holder.

The Child and Family Centres deliver services to children aged 0 to 8, including parenting education groups, supported playgroups, home visiting programs, specialist clinical services, dedicated work with multicultural communities and focused Aboriginal and Torres Strait Islander community programs up to age 12. Child and Family Centres support children and families with a diverse range of needs including children with developmental delay and/or autism.

The Child Development Service offers early intervention services to children and their families across Canberra. This includes assessment and therapy for children aged 0-8 with development delay, and autism assessment and diagnosis for children aged 0-12. Services are provided by an interdisciplinary team of speech therapists, occupational therapists, physiotherapists, allied health assistants and educators. The CDS also oversees the Children and Young People Equipment Loan Service (CAYPELS) and the provision of low-cost assistive technology for children with developmental delay, disability and/or autism.

Support Services for Children is committed to protecting and promoting the rights, safety and wellbeing of children. As part of our commitment to being a child safe organisation, we actively engage with children to ensure their rights, safety, and wellbeing are at the centre of our values and actions. We genuinely promote the cultural safety and inclusion of all children and families, including by respecting and valuing the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander people. We work to reduce barriers to access, prevent discrimination and strengthen our ability to identify and respond to risks. We ensure concerns, allegations and disclosures are responded to and reported promptly. We take a zero-tolerance approach to discrimination, child abuse, and any actions that contravene the human rights of children and young people.

WHAT YOU WILL DO

You will provide services within a community-based, multidisciplinary team within the Child Development Service. Individuals will provide screening and/or assessment of children to identify those at risk of developmental delay and provide interventions that will address the developmental delay as well as support their movement through the service system.

Individuals will have the opportunity to participate in the continual improvement of the Child Development Service through participation in a range of projects aimed at improving service delivery. The Child Development Service is committed to providing a best practice framework in early intervention services for children at risk of a developmental delay and supports staff in professional development to achieve this.

HEALTH PROFESSIONAL LEVEL 2

A Health Professional at this level will have successfully completed a minimum of 12 months paid professionally relevant workplace experience and all relevant professional requirements for progression from Level 1. For professions bound by mandatory registration, all registration requirements must be fulfilled, and registration awarded to the Health Professional.

Initially, work is subject to professional supervision. As experience is gained, the contribution and level of professional judgement increases and professional supervision decreases, until a wide range of routine professional tasks are capable of being performed with little technical direction.

Health professionals will be required to exercise independent judgment on routine matters. You will require professional supervision from more senior members from the profession when performing novel, complex or critical tasks.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position. Please address these criteria in your application.

Professional / Technical Skills and Knowledge

1. Ability to provide a range of person/family focused occupational therapy services for young children and their families and manage a clinical caseload.
2. Commitment to working effectively as part of a multidisciplinary team.
3. Ability to plan and deliver services and programs that integrate evidence into clinical practice, and the ability to evaluate outcomes for these.
4. Ability to use initiative to work through challenges and achieve outcomes.

Behavioural Capabilities

5. Demonstrates effective oral and written communication and interpersonal skills, when working with children and families, team members, and other professionals, and the ability to sensitively liaise with a broad range of people including people from different cultural backgrounds.
6. Demonstrates an understanding of, and adherence to, ACT Government Respect, Equity and Diversity Framework, ACT Public Service Code of Conduct, Values and Signature Behaviours, and the Directorate's Work Health and Safety Framework.

Compliance Requirements / Qualifications

- Tertiary qualification in Occupational Therapy and current registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA).
- As this role is likely to work with Aboriginal and Torres Strait Islander families and young people, cultural awareness, and capacity to work with Aboriginal and Torres Strait Islander people is highly desirable.
- Prior to commencement, the successful candidate will be required to undergo a pre-employment National Police Check.
- Current Australian Driver's Licence.
- This position does require a Working with Vulnerable People Check.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Occupational Therapist and indicates how frequently each of these requirements would be performed. Please note ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Never
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never

Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally