

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	Wāhi Oranga (Inpatient Mental Health Unit)
Location	Nelson
Department	Mental Health & Addictions
Date	24 September 2026
Salary band (indicative)ⁱ	Allied Public Health, Scientific and Technical Collective Agreement PSA Core salary scale, Step 1 to Step 7
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:

- Provide a comprehensive Occupational Therapy service to the Multidisciplinary Team (MDT) and clients of Wahi Oranga Mental Health Services Inpatient Unit.

This will involve completing individual occupational performance assessments and liaising with the Multi-disciplinary Team to inform treatment and discharge planning, overseeing the ward therapeutic activity programme and working with the Allied Health Assistants (AHAs), and being an Occupational Therapy resource to the Team.

MH&A system-wide integration priorities



Achieve **Equity** and strengthen the **Equally Well** commitment by supporting district-wide access to safe and effective person centred care to reduce inequity and maximise wellbeing.



People and whānau are essential members of the care team.



We take a **whole of person** approach by ensuring strong intra and inter sectoral relationships to ensure people access the range of support available to achieve recovery and optimal outcomes.



We work as **one team** with person centred plans, assisted by appropriate sharing of information and innovative technology solutions.



We support a diverse workforce that is recovery focussed, fosters independence, and is well connected, to ensure we **build trust**, respect and confidence.



Supporting and monitoring our services to be integrated, flexible and responsive and a **high performing** network of people and agencies.

Key Result Area	Expected Outcomes / Performance Indicators
Leadership & Management	• Contributes actively as part of the multi-disciplinary team. • Acts as an occupational therapy resource to other team members. • Offers support and supervision to students. • Participates in shared team duties. • Delegates appropriate tasks to Allied Health Assistants (as required). • Shares general administrative duties with other team members, e.g. statistics, Quality Assurance activities, Health and Safety etc. • Administrative duties are conducted in line with unit and QHNHS accreditation standards. • Utilises resources (time, equipment,) efficiently and effectively. • Contributes in team meetings. • Is available to other team members to conduct assessments and assist with rehabilitation planning for the clients with whom they work. • Is an active participant in a variety of other shared duties • Participates in regular meetings with peers and assists in the orientation and support of new occupational therapy staff as required.

Clinical Practice	• To contribute to MDT discussions and planning for Wāhi Oranga clients from an occupational therapy perspective. • To conduct occupational therapy assessments and interventions for consumers as appropriate and required. Assessments may include ADL, environmental, community, cognitive, sensory and functional assessments, using valid and reliable tools such as AMPS, ACLS, MOHOST etc. Interventions may include staff and caregiver education, skill building, basic equipment provision, sensory modulation, creative and talking therapies. • To present, record, and report information in line with Unit policies and procedures. To assist with generic tasks that Registered Health Care Professionals share whilst working within scope of practice. • Participates actively in meeting as a member of the MDT. • Assessments are conducted in a timely and professional manner. Documentation is completed within an acceptable time frame. • Individual plans are documented appropriately and shared with the team as per unit standards. • Actively supports rehabilitation plans for service users. • Leads and support a sensory modulation framework across the inpatient service. May assist with taking a client load, 1-1 observations or other cares as negotiated with the line manager. • A variety of groups and activities are offered. • Ideas are creative, flexible and allow for fluctuating levels of motivation and ability. Meaningful Occupation • Facilitates/oversees a programme of evidence based and person centred meaningful occupation for Wāhi Oranga clients; which may include group and one to one therapeutic interventions, psycho-education, sensory strategies etc.
Teaching & 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. • 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. • Provides mentoring and clinical support and/or professional supervision where required. • Demonstrates the ability to critically evaluate research and apply to practice

	• 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. • Attends department in-service training programme.
Service Improvement and Research	• Participates in quality improvement activities to develop and improve service delivery, clinical practice or professional standards. This may include care pathways/treatment protocols, standards of practice etc. • Practises in a way that utilises resources in the most cost effective manner, including inter-disciplinary and transdisciplinary practice. • Pro-actively participate in quality improvement processes in your area of work. • Support our teams to, at all times, provide a high quality, customer oriented and focused service, which follows evidence based practice.
Professional Competencies	• Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession. • You have an up-to-date professional development plan. • Core competencies are maintained in line with in-service education standards.
Other Duties	• Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Health NZ processes and reflects best practice. • Live and support the Health NZ values in everything you do.
Professional Development – Self	• Participates in in-service education programmes. • Participates in Occupational Therapy meetings and in-service programmes as required • Identifying areas for personal and professional development. • Participates in professional supervision in line with the organisation's requirements and/or professional body. • Participates in the organisation performance development process. • Training and development goals are identified/agreed with line manager / professional leader. • Performance objectives reviewed annually with the line manager / professional leader. • You actively seek feedback and accept constructive criticism.

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
• Pathways • Compass Peer Support • Health Action Trust • Te Piki Oranga	• Other Occupational Therapy staff • Community mental health services • MDT Staff • Public Health Services • Patients • Whanau

About you – to succeed in this role

You will have

Essential:

- A New Zealand registered Occupational therapist with a current practising certificate
- Current full drivers licence
- Past experience in continuing care, rehabilitation focused, mental health desirable
- Sound organisation and time management skills
- Ability to communicate effectively and develop positive interpersonal relationships
- Ability to work well in a multi-disciplinary team
- Sound occupational therapy skills in the areas of assessment, planned interventions, recording and reporting
- Intermediate knowledge of Microsoft Office applications i.e. Word, Excel, PowerPoint and Outlook
- Keeps up to date with available information technology relevant to position
- Understands and complies with Health NZ Information Technology policies
- Commitment to client orientated care and quality standards
- The ability to be flexible and adaptable to the congaing needs and ability of the client group

Desired:

- Member of Occupational Therapy New Zealand (OTNZ - WNA)

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.
- Ability to direct and delegate to allied health assistants
- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role.

Desired:

- Previous Occupational Therapy experience within a mental health inpatient setting is desirable.
- Experience in working with clients of all age groups in a health care setting desirable.]

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.