

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	Clinical Manager, Child Development Service Team Coordinator - Occupational Therapy, Child Development Service
Location	Christchurch
Department	Child Development Service
Date	13-08-2026
Salary band (indicative)ⁱ	PSA APHST SECA Clinical/degree-qualified core salary scale step 1-10
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 primary purpose of the role is to deliver occupational therapy assessments and interventions for children (new-born to 15yrs of age) with a disability or developmental delay, who have home-based functional concerns and/or goals. This includes equipment and housing modifications as indicated. You will work collaboratively with whānau on their goals to support their tamaiti to maximise their functional potential and support participation within their home and community. The service covers the geographical area of Kekerengu (north) to Rangitata River (south), and inland to the alps.

Key Result Area	Expected Outcomes / Performance Indicators
Occupational Therapy assessment and intervention	- Actively engage with tamaiti and whānau in all aspects of care including assessment, goal setting, decision making and intervention provision; utilising appropriate tools e.g., Occupational Performance Coaching (OPC), Canadian Occupational Performance Measure (COPM) - Work collaboratively with others involved in the care/management/support of tamaiti including (but not limited to) Child Development Service team members, Ministry of

	Education professionals, Paediatricians, Enable NZ, NGOs, and Needs Assessment and Service Coordination team. • Maintain accurate and timely clinical notes. • Maintain an appropriate caseload relevant to FTE, experience and complexity of cases. Meet monthly with Team Coordinator to review and support throughout. • Consolidate and extend clinical and professional skills through active attendance at CDS professional development sessions, relevant courses/conferences, as well as self-directed learning. Appropriate goals set at yearly Success and Development meeting with Team Coordinator.
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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
• Tamariki and their whānau and/or caregivers • Ministry of Education early intervention and school allied health staff • Early childhood centre and school staff • Enable New Zealand • Equipment technicians and company representatives • Peke Waihanga orthotic service • Lifelinks (Needs Assessment and Service Coordination) • NGO and other community organisations/support services • Oranga Tamariki • GP's and practise nurses • Child Development Service colleagues across New Zealand • Occupational Therapy Board of New Zealand • Students and staff at School of Occupational Therapy, Otago Polytechnic	• Clinical Manager, Child Development Service • Team Coordinator-Occupational Therapy, Child Development Service • Child Development Service team members: Occupational Therapists, Physiotherapists, Social Worker, Kaitautoko, Speech Language Therapist, Dietitian, Psychologists, Allied Health Assistants, Administrators • Director of Allied Health, Christchurch Campus • Chief of Allied Health Scientific and Technical Waitaha and Te Tai o Poutini • Allied Health staff at Christchurch Hospital and Adult Community Therapy Service • Paediatricians, Orthopaedic Surgeons and other medical staff at Christchurch Hospital • Autism coordinators, Child Development coordinator, and CNS Child Development • Tiaki Whānau, Child and Family Safety Service • Other Te Whatu Ora Waitaha Managers / Team Leaders / Staff

About you – to succeed in this role

You will have

Essential:

- Minimum Bachelor's degree in Occupational Therapy
- Registration with the Occupational Therapy Board of New Zealand
- A current Annual Practicing Certificate with the Occupational Therapy Board of New Zealand
- Experience in implementing Te Tiriti o Waitangi in action.
- Full current New Zealand driver's license

Desired:

- 2 years or more of clinical experience
- Paediatric experience and knowledge in the areas of child development and disability.
- Enable NZ accreditation in the areas of Personal Care & Household Management, Housing (Basic), Housing

Modifications (Complex), and Wheeled Mobility & Postural Management (Level 1, Lying, Level 2, Complex Custom Fabrication).

- Competency in computer/technology use

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:

- Demonstrate excellent time management and organisational skills
- Demonstrate the ability to work independently, as well as collaboratively within a multidisciplinary team
- Demonstrate the ability to work flexibly, proactively and innovatively to support the needs of the whānau
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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.