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	Clinical Manager
Location	Christchurch
Department	Older Persons Health & Rehab Community Services Team The Princess Margaret Hospital
Date	17-11-2026
Salary band (indicative)[i]	PSA Allied Health Scientific & Technical Core Salary Scale
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 Older Persons Health and Rehab Community Services Teams provide support for people over 65 living with complex medical and or social needs.

Our team works to facilitate supports, services, interventions, and equipment to keep people safe and well in their community or to transition to an appropriate care facility. We do this by providing:

- Comprehensive general and specialist assessments of needs.
- Being a responsive team, able to provide timely input when and where it is required
- Adopting a flexible and adaptable approach to meeting the individualised needs of each client
- Being aware of and proficient accessing supports, services, and resources for clients based on their needs.
- Responding to referrals from primary and secondary care sources, self and family referrals and referrals from team members and other services within the organisation.

The Occupational Therapist Role:

You will be responsible for facilitating and enabling occupation for clients, by exploring their needs, preferences and capacities in the context of their environment to optimise their

functional independence. You will be flexible in your approach to clinical problem solving, with a focus on supporting people to life safe, fulfilling lives in their community.

Key Result Area	Expected Outcomes / Performance Indicators
Provide skilled, holistic and responsive Occupational Therapy intervention	• Uses current best available evidence to inform clinical practice. • Completes comprehensive clinical assessment, using sound clinical reasoning to implement solutions that meet client needs. • Administers and interprets appropriate assessment tools relevant to the client population (cognitive, sensory, motor, perceptual, social, ADL, IADL, driving screening and functional mobility). • Establishes individualised client (family/whanau/carers) management plans to optimise safety, function and independence and reduce carer stress in ADL, IADL and functional mobility activities. • Reduces barriers (physical, social and psychological) to activity and functional participation and promote independence in the home and community setting. • Provides education to clients (family/whanau/carer), on options to improve safety, maximise function and reduce risk. • Maintains clear and accurate documentation that meets Health NZ policy standards.
Demonstrate strong communication skills	• Proactively utilises different styles of communication to meet the needs of clients/family/whānau. • Advocates for the needs of clients as appropriate • Client and carer education and information is provided in an appropriate format. • Communication with other health professionals is timely, appropriate and professional. • Communicates effectively with all relevant agencies (e.g. Enable NZ, home based support providers, NGOs, equipment suppliers).
Effective utilisation of resources	• Prioritises workload and manages own time to ensure priorities are met and quality is not compromised • Effectively utilises the Allied Health Assistant/Kaiāwhina workforce, using appropriate delegation policies and processes. • Engages in professional skill sharing activity across disciplines, as appropriate. • Utilises appropriate technology, including telehealth, to support efficient service provision.
Continued Professional Development, Learning and Teaching	• Takes responsibility for identifying and meeting own development needs, in collaboration with Clinical Manager and Professional Leads. • Undertakes learning and training relevant to career stage • Actively engages in CPD activities within clinical team/profession/service.

	• Shares information, support and develop the clinical knowledge and practice of others • Supports student clinical placements • Prepares for and actively participate in own performance conversations • Engages in regular professional supervision and peer review processes, in line with profession and organisation policies • Takes responsibility for meeting requirements of professional regulatory bodies.

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

- Employees are expected to escalate matters early to ensure patient safety, service, continuity and compliance with organisational and legislative requirements.

Relationships

External	Internal
• Clients/Family/Whānau/Carers. • Home Based Support and Nursing Service providers • Referrers from the community and service agencies, including primary care • Voluntary agencies and those providing informal supports • Enable NZ and other funding agencies • Builders, Architects, Suppliers • Tertiary education providers	• Interdisciplinary team members • Staff in other departments across the community and inpatient settings • Clinical, Service, and Professional Leaders

About you – to succeed in this role

You will have

Essential:

- Bachelor of Occupational Therapy or equivalent
- A current New Zealand Annual Practicing Certificate
- Enable Accredited Assessor status, or be willing to complete accreditation
- Previous experience working in health and/or disability care settings.
- Clinical experience in the speciality area of gerontology and/or rehabilitation.
- Knowledge and understanding of mental health changes and the impact on the elderly.
- A positive and creative approach to problem solving.
- A high degree of adaptability and flexibility, able to be responsive to service demands each day.
- Experience in implementing Te Tiriti o Waitangi in action.
- Excellent communication skills – listening, verbal & written.
- Strong organisational & time management skills.
- A commitment to learning and developing new skills
- Experience in implementing Te Tiriti o Waitangi in action.
- A current full New Zealand driver's licence and the ability to drive manual and automatic vehicles
- Good clerical, literacy and computer skills.

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.
- Manage a varied workload, across a variety of community environments.
- 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.
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals.
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities.
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve.
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

[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.