

Job Description - Body & Mind



Job Title: Occupational Therapist

Location: Malvern, Melbourne VIC

Requirements:

- Current AHPRA registration as an Occupational Therapist
- Current driver's licence and access to a reliable vehicle
- Current National Police Check and Working with Children Check (or willingness to obtain)

About the role: As an Occupational Therapist with Body & Mind, you'll support NDIS participants across a range of ages and presentations, delivering person-centred therapy that promotes independence, wellbeing, and quality of life. The role involves working collaboratively within a multidisciplinary team across community, telehealth, and clinic settings, with flexibility, strong administrative support, and opportunities to grow your experience within the NDIS space.

Responsibilities:

- Deliver evidence-based occupational therapy services to NDIS participants
- Conduct functional capacity assessments and provide clinical recommendations
- Develop therapy plans tailored to participant goals and needs
- Provide intervention across areas including daily living skills, sensory regulation, emotional regulation, and independence-building
- Complete NDIS progress reports and documentation in line with compliance requirements
- Liaise with families, support coordinators, carers, and other allied health professionals
- Maintain accurate and timely clinical notes and records

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About you:

- Relevant tertiary qualification in Occupational Therapy
- Current AHPRA registration as an Occupational Therapist
- Experience working within the NDIS sector highly regarded
- Strong communication and report-writing skills
- Ability to work autonomously while being part of a collaborative team
- Compassionate, organised, and outcome-focused approach
- Current driver's licence and access to a reliable vehicle
- Current National Police Check and Working with Children Check (or willingness to obtain)

Benefits:

- Flexible working arrangements
- Competitive contractor rates
- Full administrative and intake support
- Opportunities for professional development and supervision
- Access to multidisciplinary collaboration and referrals
- Autonomy over your schedule and caseload
- Supportive and values-driven team culture