Grade 3 Occupational Therapist

Adult Team

Kadia | Position Description

Position Title	Grade 3 Occupational Therapist – Adult
Classification	Grade 3 Occupational Therapist (OT3)
Employment Type	Permanent Full-Time (preferred); Part-Time considered for an exceptional candidate
Reports To	Director / Clinical Lead (Kadia)
Direct Reports	Adult OT team members; scope expands as the team grows. Virtual Assistants and Clinical Admin Staff.
Works Alongside	Grade 3 Paediatric OT; Client Services Team; Virtual Support Team
Key Internal Relationships	Allied Health Assistant; Administrative Staff; Senior Leadership Team
Key External Relationships	Clients and support networks; NDIS planners and support coordinators; Aged Care providers; GPs; Health service providers; Funding bodies
Financial Management	Responsibility and input to clinical, resource and development budgets Responsibility and intput into payroll
Governing Body	Kadia Board of Directors
Date	April 2026

About Kadia

Kadia is a purpose-led allied health practice delivering high-quality occupational therapy services to adult and paediatric clients across NDIS and Aged Care. We are a clinician-led service — our Director is a practising Occupational Therapist, and the voices of clinicians drive relevant, timely change within the organisation.

We exist to provide exceptional care and to be the leader in clinical service delivery that centers on imbedding Occupational Therapy Clinical Models and Frameworks into the fabric of what we do, and Aim to be the leading Occupational Therapy Service in the Eastern Suburbs of Melbourne.

We believe that every person is uniquely valuable and deserves to live with dignity. This principle guides our service design, user experience and clinical outcomes – in the last 4 years this has resulted in exceptional standards such as 100% success rate with SDA applications, 95% approved complex home modifications and much more.

We have recently completed a purposeful transition phase, optimising our tools, software and operational structures so that every team member can work with efficiency and focus. We are now entering an exciting growth phase, backed by a governing board and fuelled by a shared belief that the best outcomes come from excellence, courage and curiosity working together.

We incorporate AI thoughtfully into our work to optimise efficiency — without compromising on client or staff safety, privacy or clinical integrity. We try new things. We iterate. We know that great outcomes rarely emerge fully formed; they are built through honest reflection and the willingness to keep improving.

We also know what we do not do well. We actively support clients to engage with services that are a better match when needed — because doing so protects our excellence and serves our clients with integrity.

Our sister organisation, Reclaim Therapy (est 2013) is an NDIA registered service, with Kadia transitioning to a company structure in 2020. The service has since received multiple awards including short listing for team culture in the depths of the 2021 Melbourne lockdown. With a tried and tested resilience within a changing climate, Kadia is looking forward to continuing to create positive impact in Victoria.

Our Values in This Role

These values are not decorative. They are the operating system of how we work, lead and grow. The person in this role will live them daily.

Clients First	You prioritise client needs above all else. You stand by your commitment to be present when it counts, enabling clients to focus on what truly matters to them – taking into consideration both the needs of current clients and utilise feedback and seek opportunities to serve future clients better.
Eye of Curiosity	You stay in the problem long enough to understand all the context. You co-design outcomes with clients and colleagues, and you look for ways to make every interaction joyful, frictionless and dignified.
Core of Courage	You choose courage over comfort. You speak your truths, have hard conversations with empathy, and listen as deeply as you wish to be heard. You navigate conflict with clarity and kindness — not avoidance.
Choose to Elevate	You rise with your team. You celebrate wins, learn from failures and actively strengthen Kadia's culture in everything you do. You lead by example and lift those around you.
Spirit of Excellence	You champion healthy striving — not burnout. You model professional standards that are high because you are enough, not because you are running on empty.

Kadia Occupational Therapy promotes work-life balance that foster a culture of flexibility, support and wellbeing.

Our culture is our strength and inspiration, driving us forward and creating an environment where everyone thrives. We cherish it deeply and protect it fiercely.

At Kadia, our culture is more than just a buzzword – it's the cornerstone of everything we do. We believe in inclusivity and support, in banding together to tackle challenges, and in celebrating victories, both personal and professional. Our values aren't just words on a page; they're the beating heart of our organisation, guiding every interaction and decision.

But it's not all serious business here. We understand the importance of laughter, of lifting each other up, and of setting a high standard for both our conduct and the quality of our work. Our culture is something we hold dear, something that makes Kadia not just a place to work, but a community where we thrive together.

While we may not always get everything right, we're committed to growth and improvement. Through our shared values of courage, elevation, and excellence, we'll continue to push toward our collective purpose, supporting each other every step of the way.

Areas of Practice — Adult Services

This role is primarily focused on NDIS service delivery, with a secondary scope across Aged Care. Kadia's adult services centre on three specialist domains:

Complex Home Modifications	Prescription and oversight of significant home modifications to support safe and independent living for clients with complex disability and functional needs.
Complex Seating	Assessment and prescription of complex seating and positioning solutions, including powered and manual wheelchair seating systems, to optimise posture, function and comfort.
Complex Assistive Technology	Assessment and prescription of complex AT solutions, to optimise function and daily engagement.
Complex Disability	Assessment and intervention for clients with high and complex support needs, including those with neurological, physical or multisystem conditions, requiring nuanced clinical reasoning and coordinated care.
Aged Care	Bringing our high level of excellence and innovative practice into aged care to support older adults to stay at home. We are also one of 50 practices nationwide trained in the gold standard Dementia Care program – iTAP.

The successful candidate does not need to hold deep specialist expertise across all five domains. What is essential is strong clinical reasoning, genuine curiosity about complex presentations, and the confidence to coach, problem-solve and navigate barriers as they arise.

At Kadia, we believe that navigating problems and barriers with clarity and kindness — rather than expertise alone — is what reliably produces strong client outcomes. We will match the right candidate with the clinical support, peer consultation and professional development to grow across these areas.

Position Purpose

This is a pivotal role in the next chapter of Kadia. As Adult Clinical Lead, you will hold a dual mandate: delivering excellent occupational therapy to a clinical caseload, and taking meaningful ownership of the adult team's performance, cohesion and growth.

You will work directly alongside the Director/Clinical Lead, the Grade 3 Paediatric OT and our Client Services Officer to ensure that Kadia's adult services are clinically excellent, operationally strong and deeply aligned with our values. You will be a key architect of how we scale — not just what we deliver, but how we deliver it.

This role is designed to grow. As Kadia's adult team expands, so will your scope of leadership, your direct report structure and your contribution to the direction of the practice.

Key Responsibilities

1. Clinical Practice

- Maintain a clinical caseload across NDIS (primary) and Aged Care, delivering evidence-based OT assessment and intervention in specialist areas including complex home modifications, complex seating and complex disability.
- Provide high-quality, client-centred care that reflects Kadia's clinical standards — including accurate, timely documentation.
- Apply strong clinical reasoning and exercise appropriate autonomy, seeking peer consultation and support as needed.
- Identify when clients are better served by alternative providers and support warm, dignified referral pathways.
- Model Kadia's approach to complexity: problem-solve with curiosity, navigate barriers with clarity and kindness, and iterate until the right outcome is achieved.
- Actively seek ways to add value to the client experience at every point of contact.
- Manage the prioritisation of clients and allocation of workload for the wider team in conjunction with the client services officer.
- Advise and support team members on managing clinical risk

2. Team Leadership & Performance

- Provide operational and professional oversight of adult OT team members, including regular clinical supervision, mentoring and performance development discussions.
- Clearly define role expectations, assign clinical responsibilities and hold team members accountable with both care and directness.
- Identify underperformance promptly and collaboratively develop structured support plans
- Conduct and support performance reviews for clinical team members, working alongside the Director.
- Provide clinical consultation for complex and high-risk cases within the adult team.
- Build a team culture that is psychologically safe, highly collaborative and oriented toward continuous improvement.
- Collaboratively oversee recruitment, from skills needs analysis to hiring and onboarding.
- Support onboarding and cultural integration of new adult team members as Kadia grows.
- Work actively with each team member to identify and develop their individual learning goals.
- Provide timely, clear and structured feedback to all team members and stakeholders as required.
- Provide direct support in actioning organisational priorities and projects as directed
- Manage leave and budgetary constraints in accordance with level of capability
- Monitor and report on the KPI performance of the team
- Conduct team compliance assessment and reporting
- Utilise and manage resources effectively to optimise own and team's output

3. Service Development & Innovation

- Facilitate the design and continuous improvement of adult service delivery systems, clinical templates, workflows and resources.
- Actively participate in Kadia's culture of testing ideas, iterating on processes and embedding what works.
- Identify risks to the quality and continuity of clinical service delivery and contribute to contingency planning.
- Support the integration of AI and digital tools in clinical and operational workflows, with a clear commitment to client and staff safety, privacy and ethical use.
- Lead projects designed to impact the growth and stability of the service and client outcomes.
- Contribute to advisory input on clinical, resource and development budgets.
- Participate in and support quality improvement activities and practice-based research.

4. Networks, Relationships & Marketing

- Build and maintain professional relationships with referral sources, support coordinators, NDIS planners, Aged Care providers, GPs and community stakeholders.
- Represent Kadia's values and capabilities externally, contributing to how Kadia is known and trusted within the broader allied health ecosystem.
- Provide input into marketing strategy, content and messaging as it relates to adult services and specialist clinical areas.
- Contribute to the positive impact Kadia has on the agencies and service systems around it.

5. Safety Leadership

- Support the integration of health, safety and clinical risk initiatives into all aspects of service delivery.
- Advise the Director of clinical incidents and near misses, and lead initiatives to prevent recurrence.
- Maintain awareness of the safe practice policy and procedures of Kadia, and all relevant legislation.
- Provide recognition and reinforcement for positive safety behaviour within the team.

6. Conflict Navigation

- Approach conflict with curiosity — modelling and encouraging a solution-driven, values-aligned response to disagreement and difficulty.
- Prioritise issues that warrant active management; avoid escalating matters of low consequence.
- Navigate barriers to service delivery with clarity and kindness, maintaining focus on outcomes for clients and the team.
- Protect and actively strengthen Kadia's culture by embedding the organisational values into daily practice.
- Reflect on and seek feedback on your own leadership style, treating setbacks as information rather than failure.

7. Governance & Professional Standards

- Maintain current AHPRA registration and comply with all relevant professional and ethical obligations.
- Comply with all Kadia policies, procedures and the Code of Conduct as amended from time to time.
- Maintain insurances in line with AHPRA requirements.
- Complete all required mandatory training and show active interest in learning and development.
- Report incidents or near misses that could impact safety or the client or staff experience.
- Comply with all relevant privacy, confidentiality and data security requirements in clinical and operational practice.
- Ensure the team is compliant with above and that compliance needs are met across the organisation
- Ensure that compliance needs are operationalised and assist in the development of an effective and safe practice for staff and clients alike.

Selection Criteria

Essential

- AHPRA-registered Occupational Therapist with a minimum of 5 years post-graduate clinical experience, with demonstrated experience in adult NDIS and/or Aged Care service delivery.
- Clinical experience in one or more of the following: complex home modifications or complex seating and postural management, and complex disability — with a genuine appetite to develop across all three domains.
- Strong clinical reasoning skills and a demonstrated ability to problem-solve in complex, uncertain or resource-constrained situations.
- Strong and established skills in reflective practice in both clinical and operational domains
- Demonstrable coaching skills — the ability to develop capability in others through questioning, modelling and feedback, rather than simply directing.
- Strong conflict navigation skills — able to approach disagreement, barriers and difficult conversations with clarity, empathy and a solution focus.
- Experience in or genuine readiness for a clinical leadership role, including supervision, mentoring or performance oversight.
- Commitment to values-aligned, client-centred practice — you care deeply about the people you serve and the team you lead.
- Sound understanding of the NDIS, relevant legislation and professional standards.
- Openness to and experience with digital tools, including a measured and thoughtful approach to emerging technologies such as AI.
- Current unrestricted Victorian Driver's Licence and reliable vehicle.
- Valid Working with Children Check and current National Police Check (or willingness to obtain prior to commencement).
- Insurances in line with AHPRA requirements.

Highly Regarded

- Post-graduate studies in a relevant area of OT practice (not required).
- Demonstrated experience in complex seating prescription, home modification prescription or AT assessment and recommendation.
- Experience in performance management, clinical supervision or team leadership in a private practice or community setting.
- Familiarity with practice management software and workflow design.
- Experience contributing to service development, practice improvement or external education and marketing.
- Demonstrated capacity to support or undertake quality improvement, research or public presentation activities.

Key Relationships

Internal	External
Director / Clinical Lead	Clients and their support networks
Grade 3 Paediatric OT	NDIS planners and support coordinators
Adult OT team members (direct reports)	Aged Care providers and case managers
Allied Health Assistant	GPs and medical specialists
Client Services Team	Health and disability service providers
Administrative Staff	NDIS and Aged Care funding bodies
Kadia Board of Directors + Advisors	External education and advocacy partners

What Kadia Offers

We are building something worth being part of. In this role you will find:

- A practising OT Director who is deeply invested in your development, your sustainability and your success.
- Oversight and strategic backing from a governing board — giving the practice stability and ambition in equal measure.
- A clear and expanding leadership pathway as the team and practice grow.
- A team culture that values excellence, curiosity and courage — and actively protects your wellbeing in the pursuit of those things.
- Optimised systems, tools and software structures that allow you to work efficiently and focus on what matters.
- Investment in your professional development across specialist clinical areas, including CPD support and access to supervision.
- Protected non-billable time for personal projects and professional development, explored collaboratively with the clinical leadership team.
- Flexible working arrangements to support healthy work-life integration with parking covered at head office – Ringwood.
- A role that is genuinely yours to shape, lead and grow.
- State of the Art office spaces across the eastern suburbs of Melbourne. (waterman business centers)

How to Apply

We would love to hear from you. Please submit a current CV and a brief cover letter (no more than two pages) addressing why this role aligns with your values and what you would bring to Kadia's next chapter.

Applications and enquiries: kendall@kadia.com.au

Document Agreement

Manager Signature		Date:
Employee Signature		Date: