



Therapy assistant role description

Our Mindful Youth | Casual position | October 2026

Position	Therapy assistant (casual)
Practice	Our Mindful Youth
Reports to	Tessa Lloyd, occupational therapist (supervising OT)
Employment type	Casual employee
Award and level	Health Professionals and Support Services Award 2020, Support Services Level 4
Pay rate	\$36.81 an hour (includes the 25% casual loading), from 1 July 2026, plus super
Car allowance	\$0.99 per km when you use your own car for work, plus reasonable expenses like parking
Typical hours	About 6 hours a week: 2 shifts of 3 hours (a 2 hour session plus around 30 minutes minutes of driving to and from session, and 10 minutes paid note writing time)
Days and times	Weekdays, between 9 am and 6 pm, arranged around your uni timetable
Areas	Inner north, south and eastern suburbs of Melbourne (Naarm)
Start date	Early December 2026

About Our Mindful Youth

Our Mindful Youth is my solo occupational therapy practice in Melbourne (Naarm). I work with young people and young adults, mostly women, many of whom are neurodivergent. My work is strengths-based, neurodivergent-affirming and trauma-informed, and I use arts-based occupational therapy alongside everyday skill-building.

I'm looking for one therapy assistant to help the young people I work with put their goals into practice, in their homes and out in their community.

About the role

You'll work with about three of my clients, some under 18 and some in their twenties. Each session is about 3 hours including travel. I'll set the goals and the plan for each person, and you'll help them practise the skills and routines that matter to them.

This role suits a 3rd or 4th year occupational therapy student who wants real-world experience with close, supportive supervision.

What you'll do



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- Run sessions from each client's skill-building plan, following the skill building plan I write for them. I will do a formal handover before each client session and will train and supervise you throughout the process also.
- Support community outings and community access, like shopping, public transport, appointments and social or creative activities
- Help clients practise daily living skills at home, such as cooking, routines, organisation and self-care
- Notice and share what's working, what's hard and any changes in how a client is going
- Write a clear, respectful note after every session using the online form, which uploads to my practice system (Splose). Notes go in on the same day
- Follow my policies on child safety, privacy, incidents and safety at home visits and in the community
- Take part in induction, shadowing and regular supervision with me

What's not part of the role

So you're never put in a position that's outside your scope, these stay with me:

- Assessments, setting or changing goals, and clinical decisions
- Writing reports
- Driving practice or driving lessons
- Any restrictive practice, which is never used in my practice

If something comes up that's outside the plan, you stop and call me. That's always the right call.

Who you'll work with

My clients are young women under 18 and young adults in their twenties, many of whom are neurodivergent. Most are NDIS participants who self-manage or have their plan managed. I'll introduce you to each person, and their family where relevant, before you work with them on your own.

I'm looking for someone who sees each person's strengths, respects their communication style and sensory needs, and lets them lead where they can.

Who you report to

You'll report directly to me, Tessa Lloyd, occupational therapist. Here's how supervision works:

- **Shadowing first:** for each client, we do a session with me leading, then one with you leading while I observe. I sign off before you work with them on your own.
- **First three months:** a short check-in every fortnight (phone is fine), and I read every session note.
- **After that:** monthly supervision of about an hour.
- **Every six weeks:** we review each client's plan and progress together.
- **During every session:** I'm reachable by phone, with a backup contact for when I'm not.

Supervision can count toward your learning, and I'm happy to talk about how it fits with your studies.

Hours and pay

- Casual employment under the Health Professionals and Support Services Award 2020, Support Services Level 4
- \$36.81 an hour, including the 25% casual loading (rate from 1 July 2026), plus superannuation



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- Each shift is paid for at least 3 hours. A shift is a 2.5-hour session plus time for notes and prep
- Travel between clients during a shift is paid work time
- \$0.99 per km when you use your own car for work, plus reasonable expenses like parking
- Sessions are on weekdays before 6 pm, and we'll plan them around your uni timetable
- You're paid through payroll, with tax and super handled by me

What you'll need

Essential

- Currently studying occupational therapy, heading into 3rd or 4th year in 2027
- Victorian Working with Children Check (Employee), with my practice added
- NDIS Worker Screening Check, linked to my practice
- NDIS Worker Orientation Module certificate (it's free online)
- Current first aid and CPR
- A full driver's licence, a reliable car, and car insurance that covers business use
- Right to work in Australia (for international students, within your visa work conditions)
- Two references, one of which can speak to working safely with children or young people

What will help

- Experience with neurodivergent young people, through work, placement or lived experience
- An interest in creative or arts-based approaches
- A calm, flexible and curious way of working, and comfort asking for help
- Clear, kind writing for session notes

Transporting clients

Some community outings may involve driving a client in your car. This only happens with written consent from the client, or their parent for anyone under 18, and when it's in their plan and risk assessment. Children under 7 need an approved child restraint. I'll go through this with you at induction.

Child safety

My practice follows Victoria's Child Safe Standards. Everyone who works with me signs my code of conduct and completes child safety training at induction. I ask about child safety when checking references.

How to apply

Send me a short note about why this role interests you, along with your resume, to tessa@ourmindfullyouth.com.au by **9th of November 2026**.

I welcome applications from neurodivergent people, First Nations people, LGBTQIA+ people and people with disability. If you'd like any adjustments to the interview, just let me know.