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SA Health Job Pack

Job Title	AHP1 Occupational Therapist - Out of Hospital Services
Eligibility	Open to Everyone
Job Number	789787
Applications Closing Date	19/8/2022
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Community Health - Out of Hospital Team
Location	Barossa/Gawler
Classification	AHP1
Job Status	Temporary Full-Time position working up to 30/6/2024
Salary	AHP1: \$65,487 - \$79,942 p.a.

Contact Details

Full name	Jane Jolly
Phone number	0475 836 082
Email address	jane.jolly@sa.gov.au

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category A (direct contact with blood or body substances)

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ↳ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ↳ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

POSITION DESCRIPTION



Job Title	Occupational Therapist	Classification	AHP1	Position Number	P21487
Region	Barossa Hills Fleurieu Local Health Network (BHFLHN)	Term		Position Created	
Area	BHFLHN – Community Health Service	FTE		Last Updated	06/12/2021
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> DHS Working with Children check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> NDIS Worker Check			
Immunisation Risk Category:		<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)			

Broad Purpose of the Position

Under the direct supervision of an experienced senior professional, the Occupational Therapist will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the Occupational Therapist works as a member of a multi-professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

Qualifications

Must hold a recognised qualification within the Occupational Therapy profession, and all requirements to maintain current registration must be fulfilled.

Handling of Official Information

- > By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.
- > SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.
- > SA Health employees will not misuse information gained in their official capacity.
- > SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement

BHFLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. BHFLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

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Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue. Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Relationships

- Receives line supervision from Out of Hospital Team Leader (Barossa).
- Receives clinical supervision, advice and support from an experienced Senior Occupational therapist under the formal arrangement in accordance with the *Allied Health Clinical Support Framework*.
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity
- Receives line supervision from Out of Hospital Team Leader (Barossa)

Key Result Areas

Generic Requirements

Specific or Local Requirements

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<p>1. Technical Skills and Application</p>	<p>1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward</p> <p>1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results</p> <p>1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities</p> <p>1.4 Manage and prioritise personal workload</p>	<ul style="list-style-type: none"> ▪ Provide a range of Occupational Therapy services in a community based setting across BHFLHN. ▪ Provide individual, group and population health services targeting at risk and priority clients and groups within the community, in accordance with BHFLHN Community Health Service eligibility and prioritisation criteria.
<p>Key Result Areas</p>	<p>Generic Requirements</p>	<p>Specific or Local Requirements</p>
<p>2. Personal and Professional Development</p>	<p>2.1 Operate under direct supervision (which will decrease as experience increases) and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ul style="list-style-type: none"> a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge b. Applying reflective practice skills c. Utilising the support of mentors and peers d. Actively participating in the professional development and review (PDR) process <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers.</p> <p>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants.</p> <p>2.5 Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training.</p>	<ul style="list-style-type: none"> ▪ Receive clinical advice, mentorship and support from an AHP2 Occupational Therapist within the cluster ▪ Develop and maintain inter and intra-professional Occupational Therapy networks within BHF, CHSA and South Australia, actively sharing and seeking out knowledge of effective practice ▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants ▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in occupational therapy.
<p>3. Client / Customer Service</p>	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing & promoting the cultural needs of the community.</p> <p>3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care.</p> <p>3.4 Ability to engage appropriately with Aboriginal consumers and community members to improve health outcomes and provide a culturally safe service.</p>	<ul style="list-style-type: none"> ▪ Utilises Community Health Program eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs. ▪ Develop an understanding of the needs of rural, culturally diverse and Aboriginal communities.

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<p>4. Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics. 4.2 Contribute to the efficient and effective use of materials and resources. 4.3 Prepare reports which incorporate recommendations on straight forward operations. 4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems. 4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role 4.6 May be required to undertake projects or assignments of limited scope and complexity or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> ▪ Maintains appropriate statistics and records in accordance with BHF requirements ▪ Utilises the Safety Learning System (SLS) to report patient risks, incidents and client feedback 	
<p>5. Teamwork and Communication</p>	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of CHSALHN services. 5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals. 5.3 Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals 5.4 Communicate effectively with a range of people (both verbally and in writing) 5.5 Work in accordance with SA Health and CHSALHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> ▪ Works as a member of the BHF multi-disciplinary Community Health team. ▪ Contributes constructively and actively as a member of the multi-disciplinary team ▪ Actively participates in team meetings and other relevant Organisational meetings as required 	
<p>6. Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards. 6.2 Contribute to the ongoing monitoring, evaluation and review of services. 6.3 Proactively respond to client complaints and feedback. 6.4 Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis and the development of recommendations on basic operations. 6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational therapy services within Community Health and BHFLHN. ▪ Contribute to the local quality improvement activities and the Accreditation process 	
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p>	<p>..... / /</p>

POSITION DESCRIPTION

Job Title	Occupational therapist	Classification	AHP1
Region	Barossa Hills Flerieu local Health Network	Term	contract
Area	BHFR Community Health Service Out of Hospital (Barossa)	FTE	

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement)
 - Outline of your reasons for applying for the position
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of type of information you may like to include.
 - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a. Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements</i> b. Professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> • Outline scope and nature of previous professional roles c. <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> • e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills
d. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant</i> additional professional development or qualifications b) Information about <u>your leadership / management style and experience</u>
e. Client / Customer Service	a) Knowledge of and commitment to BHFLHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centered practice and cultural competency.
f. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
g. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development b) Outline your communication, team work and problem solving skills, with examples
h. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research