



ROLE DESCRIPTION

Role Title:	Rehabilitation Coordinator
Classification Code:	AHP2
LHN/ HN/ SAAS/ DHA:	Northern Adelaide Local Health Network
Hospital/ Service/ Cluster	Forensic Mental Health
Division:	Mental Health
Department/Section / Unit/ Ward:	Ashton House
Role reports to:	Discipline Lead/Head of Unit
Role Created/ Reviewed Date:	
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working with Children Check (WWCC) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
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)

ROLE CONTEXT

Primary Objective(s) of role:

Ashton House provides a range of recovery orientated and treatment services, therapy and educative programs to forensic consumers during the period of transition from a secure inpatient setting and the community, or those consumers in the community requiring an intervention to reduce risk of a readmission to a secure unit. Ashton House works closely with the inpatient treating team, community mental health services and other community systems of support and care and across the justice system. The unit offers clinical case assessment and management, rehabilitation and preventative intervention services to consumers who are found Not Guilty By Reason of Mental Impairment under s269 of the Criminal Law Consolidation (Mental Impairment) Amendment Act 1995.

The Rehabilitation Coordinator is accountable to the Team Leader of Ashton House for coordinating the care of the consumers of Ashton House of NALHN which aims to optimise health outcomes.

The Rehabilitation Coordinator applies clinical experience to support the coordination of the clinical care for the consumers of Ashton House. The Clinical Coordinator provides direction and support to clinical and non-clinical staff and students, provides a point of contact for external agencies such as Community Corrections, NGO's and Community Mental Health Teams and supports consumers, carers and staff with understanding of the complexity of supervision orders. .

The Rehabilitation Coordinator works in partnership within the Multi-Disciplinary Team to provide evidence based clinical and case management service to consumers in Ashton House. The aim is to ensure that consumers who have been released on licence to Ashton House are supported with their recovery but at the same time managing risk and supporting compliance with supervision orders.

Direct Reports:

Nil

Key Relationships/ Interactions:Internal

- > The Rehabilitation Coordinator works collaboratively with Allied Health multi-disciplinary team and liaises with providers of NALHN and other community agencies.

External

- >

Challenges associated with Role:

Major challenges currently associated with the role include:

- >

Delegations:

- > As Per Human Resources Instrument of Delegations

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensure the provision of high quality Rehabilitation Coordination services that maximises patient health outcomes by:	<ul style="list-style-type: none"> > Using increasing professional knowledge and skills to provide assessments interpret findings and plan and implement interventions plans in conjunction with the patient, carers and other health professionals > Managing with reduced supervision, non-routine clinical situations when more complex problem solving, professional decision making and practice skills are required > Ensuring documentation is consistent with service policy and practice. > Undertaking comprehensive discharge planning in conjunction with other team members. > Maintaining and developing clinical and professional knowledge and skills.
Provide effective coordinated Inter-Disciplinary care by:	<ul style="list-style-type: none"> > Working collaboratively with members of other disciplines within NALHN > Participating actively in Multi-Disciplinary service teams and projects
Maintain and develop clinical and professional skills by:	<ul style="list-style-type: none"> > Participating in departmental and divisional professional development programs > Contributing to divisional administration through staff meetings > Contributing to the development of divisional procedures and policies > Participating in quality improvement activities, research and performance enhancement

<p>Participate in the development of a high quality Clinical Care by:</p>	<ul style="list-style-type: none"> > Participation in relevant meetings. > Participation in the development of resources and new information. > Participation in research and evaluation of the Forensic services. > Undertaking data input, and participating in reviewing and evaluating data produced by clinical information management system
<p>Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement, including:</p>	<ul style="list-style-type: none"> > Participating in, and facilitating the delivery of, collaborative team work and effective continuous learning and professional development > Actively participating in continuous Quality Improvement activities, including the identification of performance standards and increased efficiencies

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

For Social Work

- > Appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.

For Occupational Therapy

- > Appropriate degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia.

For Psychology

- > Must hold an appropriate degree (Master of Clinical or Forensic Psychology) or equivalent qualification as recognised by the PsyBA. Must hold general registration with the PsyBA.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated competency and knowledge in mental health and disciplinary specific assessment and treatment.
- > Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with NALHN objectives.
- > Demonstrated ability to communicate effectively both verbally and written.
- > Demonstrated time management skills to effectively manage a caseload.
- > Demonstrated commitment and ability to work effectively in inter-disciplinary teams.
- > Demonstrated ability to undertake the physical demands of the job.
- > Proven ability in basic computing skills, including email and word processing.
- > Demonstrated ability in using a range of appropriate occupational therapy assessments and treatment approaches
- > Demonstrated commitment to improving client occupational functioning
- > Demonstrated professional integrity and ethical behaviours
- > Ability to work collaboratively with consumers, carers, other agencies and community services.
- > Ability to work with a high level of autonomy and exercise professional judgement in decision making and clinical practice.
- > Advanced skills in individualised care planning and coordinating comprehensive service provision with people who have high or complex needs.
- > Ability to effectively and efficiently manage time and other resources.
- > Highly developed skills in creative problem solving
- > Ability to adapt to an evolving service model

Experience

- > In working with clients with a serious mental illness.
- > Demonstrated competency in the clinical management and treatment of a broad range of mental health conditions
- > Demonstrated experience in the use of Microsoft Office (including Word and Excel) and database packages.
- > Experience in Care Coordination

Knowledge

- > Knowledge of the South Australian Mental Health Act.

- > Understanding of Work Health and Safety principles and procedures.
- > Understanding of the Australian National Safety & Quality Health Service Standards.
- > Knowledge of continuous quality improvement principles and methods
- > Demonstrated knowledge in the development, implementation and evaluation of departmental policies and procedures relevant in a hospital setting.
- > Experience working with consumers with a serious, complex mental illness.
- > Experience in working collaboratively with other service providers
- > Experience in undertaking administrative duties
- > Experience in individualised and group programme planning.
- > Experience working as a core member of a multi-disciplinary team

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Relevant undergraduate or post-graduate, (other than base-grade qualification) specific to clinical practice

Personal Abilities/Aptitudes/Skills:

- > Demonstrated commitment to excellence and innovation in work practices.
- > Demonstrated flexibility and ability to adapt to changing service provision needs.
- > Evidence of advanced skills in a specialised area of mental health care

Experience

- > Previous experience working within SA Health.
- > Experience in facilitating and leading therapeutic groups.
- > Experience in a forensic setting and/or in working across correctional and legal systems.

Knowledge

- > Knowledge of the Mental Health system (including Forensic Mental Health Service) in South Australia.
- > Knowledge of the forensic requirements of managing people with a mental illness in the community
- > Knowledge of the Criminal Justice System

Special Conditions:

- > 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 Criminal and Relevant History Screening.
- > *Prescribed Positions* under the *Child Safety (Prohibited Person) Act (2016)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department of Human Services.
- > Criminal Screening and Relevant History screenings must be renewed every 5 years thereafter from date of issue for 'Prescribed Positions' under the *Child Safety (Prohibited Person) Act (2016)* or every 3 years thereafter from date of issue for 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* made in pursuant to the *Aged Care Act 2007 (Cth)*.
- > 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.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- > *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- > *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.*
- > *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- > *Child Safety (Prohibited Person) Act (2016).*
- > *Disability Discrimination.*
- > *Independent Commissioner Against Corruption Act 2012 (SA)*
- > *Information Privacy Principles Instruction*
- > *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008 and the SA Health (Health Care Act) Human Resources Manual.*
- > *Relevant Australian Standards.*
- > *Duty to maintain confidentiality.*
- > *Smoke Free Workplace.*
- > *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- > *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

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 Commitment:

NALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, NALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

SA Health

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, with an increased focus on wellbeing, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health, the Minister for Health & Wellbeing. The State Government has reformed the governance of SA Health, including establishing 10 Local Health Networks (LHNs), each with its own Governing Board.

These reforms have taken a staged approach, with the most significant changes to taking place from 1 July 2019 when the new Governing Boards become fully operational.

SA Health is comprised of the Department for Health and Wellbeing and the following legal entities:

- > Central Adelaide Local Health Network
- > **Northern Adelaide Local Health Network**
- > Southern Adelaide Local Health Network
- > Women's and Children's Health Network
- > Barossa Hills Fleurieu Local Health Network
- > Eyre and Far North Local Health Network
- > Flinders and Upper North Local Health Network
- > Riverland Mallee Coorong Local Health Network
- > South East Local Health Network
- > Yorke and Northern Local Health Network
- > SA Ambulance Service

Northern Adelaide Local Health Network

The Northern Adelaide Local Health Network (NALHN) provides care to more than 400,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. NALHN works to ensure quality and timely delivery of health care, whilst building a highly skilled, engaged and resilient workforce based on a culture of collaboration, respect, integrity and accountability.

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

NALHN includes:

- > Lyell McEwin Hospital (LMH) - a 336-bed specialist referral public teaching hospital which has links to the University of Adelaide, University of South Australia and Flinders University. LMH provides a full range of high-quality medical, surgical, diagnostic, emergency and support services.
- > Modbury Hospital is a 174-bed, acute care teaching hospital that provides inpatient, outpatient, emergency services, Aged Care, Rehabilitation and Palliative Care. GP Plus Health Care Centres and Super Clinics
- > Aboriginal Health Services
- > Mental Health Services (including two statewide services – Forensics and Older Persons)
- > Sub-acute Services

The total operating budget for 19/20 for NALHN is \$790M with a workforce of 3,857 FTE / 5,240 head count.

NALHN Governing Board

The Governing Board members bring to NALHN a wealth of knowledge and experience across many areas.

NALHN is confident that with the support of our highly qualified Governing Board, NALHN will be well placed to achieve better health service decisions tailored to local needs and deliver a safe, high quality and financially sustainable LHN into the future.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date:

Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	14/05/20	Minor formatting with order of information amended.
V4	15/05/20	19/10/2020	Organisation Context Updated
V5	20/10/2020	08/04/2021	Organisation Context Updated
V6	09/04/2021		Financial Delegation Updated Management Position Clause Updated Code of Ethics Clause Updated