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SA Health Job Pack

Job Title	Occupational Therapist – Casual
Eligibility	Open to Everyone
Job Number	862094
Applications Closing Date	30 April 2025
Region / Division	Yorke and Northern Local Health Network
Health Service	Community Health
Location	Port Pirie
Classification	AHP1 / AHP2
Job Status	Casual Positions available (up to 30 April 2025)
Salary	\$34.49 - \$51.49 per hour + 25% casual loading

Contact Details

Full name	Viv London
Position	Allied Health Team Leader
Phone number	8638 4494
Email address	Viv.London@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	P
LHN	Yorke & Northern LHN	Term	CASUAL	Position Created	
Area	Community Health	FTE	NO FIXED HOURS	Last Updated	01.07.22
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening			
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)			

<p>Broad Purpose of the Position</p> <p>Under the direct supervision of Occupational Therapist, 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</p>	
<p>Qualifications</p> <p>Must hold a recognised qualification within Occupational Therapy profession and be eligible for full membership of the relevant Professional Association.</p> <p>For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional associations' accredited continuous professional development program</p>	
<p>Handling of Official Information</p> <p>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.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>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.</p>	
<p>White Ribbon</p> <p>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.</p>	
<p>Cultural Statement</p> <p>Y&NLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture</p>	
<p>Special Conditions</p> <ul style="list-style-type: none"> ▪ 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 	<p>Key Relationships</p> <ul style="list-style-type: none"> ▪ Receives line supervision from Healthy Living Team Leader ▪ Works under Clinical Supervision and direction from the AHP3 Clinical Senior Occupational Therapist, in accordance with the <i>CHSA Allied Health Clinical Support Framework</i>. ▪ Draws on multi-professional clinical networks for support in specialty areas of

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<p>Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).</p> <ul style="list-style-type: none"> ▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit. ▪ 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 unsupervised contact with vulnerable groups. ▪ Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit. ▪ NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue. ▪ WWCCs must be renewed every 5 years thereafter from date of issue. ▪ Will be required to comply with the requirements of the Y&NLHN Procedure for Credentialling Allied Health and Scientific Health Professionals ▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. 	<p>service delivery</p> <ul style="list-style-type: none"> ▪ 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
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Key Result Areas	Generic Requirements	Specific or Local Requirements
<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 Occupational Therapy services to Yorke and Northern services and manage a case load which may include the clinical areas of inpatients (surgical, medical, High Dependency, Rehab and Day Surgery), Outpatients (adults and paediatrics), Domiciliary Care, Outpatient groups and Outreach. ▪ Participate in the recognized service delivery models utilized by the Occupational Therapy service ▪ Ensure Occupational Therapy are provided within a Primary Health Care Framework and all services address the changing needs of the community ▪ Contribute to the development of services that have a multi-disciplinary role in the approach to Occupational Therapy services within the region ▪ Contribute to the development of protocols and processes for the prioritization of Occupational Therapy services

POSITION DESCRIPTION



<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> <ol style="list-style-type: none"> Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge Applying reflective practice skills Utilising the support of mentors and peers 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>	<ul style="list-style-type: none"> ▪ Receive clinical advice, mentorship and support from AHP2 Occupational Therapy Coordinator ▪ Develop and maintain inter and intra-professional clinical networks within the Yorke and Northern Region, and South Australia, actively sharing and seeking out knowledge of effective practice ▪ Participate in the Yorke and Northern Professional Network ▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants
<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>	<ul style="list-style-type: none"> ▪ Provide Occupational Therapy services to Yorke and Northern LHN in accordance to the priorities of the Health service ▪ Utilize Occupational Therapy service prioritization and eligibility criteria where they exist. ▪ Participate actively in all clinics and meetings relevant to client caseload ▪ Display knowledge and understanding of the principles of the Cultural Respect Framework for Aboriginal & Torres Strait Islander Health ▪ Understand and appreciate the population health needs of rural communities
<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>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"> ▪ Use the Safety Learning System [SLS] to report patient clinical risks and incidents. ▪ Use the Occupational Health and Safety reporting systems to report risks and incidents to self, employees and the public ▪ Understand and comply with requirements of the OHS&W Act
<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 Y&NLHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p>	<ul style="list-style-type: none"> ▪ Attend and participate actively in team meetings, CAHS meetings and contribute as required to other meetings as requested by the Team Leader

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	<p>5.3 Work positively within a team, develop effective working relationships, and contribute constructively to achieving team goals</p> <p>5.4 Communicate effectively with a range of people (both verbally and in writing)</p> <p>5.5 Work in accordance with SA Health and Y&NLHN 's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> ▪ Work within and contribute actively as a member of a multi-disciplinary team/s ▪ Contribute to planning processes that lead to positive client outcomes ▪ Establish and maintain professional networks in relevant clinical areas. 	
6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.</p> <p>6.2 Contribute to the ongoing monitoring, evaluation, and review of services.</p> <p>6.3 Proactively respond to client complaints and feedback.</p> <p>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.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> ▪ Apply knowledge and evidence based practice to the delivery of Occupational Therapy services. ▪ Initiate, develop, participate and evaluate discipline specific Quality Improvement activities. ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services in Yorke and Northern LHN 	
Approved by Authorised Officer / /	Accepted by Incumbent / /

APPLICANT GUIDELINES



Job Title	Occupational Therapist	Classification	AHP1
LHN	Y&NLHN	Term	Casual
Area	Community Health	FTE	No fixed hours

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 the type of information you may like to include.
 - You do not need to address the selection criteria individually in your written application. These 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 <i>(suggestions of information to include in your application)</i>
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 ▪ Previous involvement in service development (may include outcome measures, research & evaluation) ▪ Project management skills or knowledge of project management principles ▪ Examples of competency in applying primary health care principles 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
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. May include reference to training or additional qualifications <i>of relevance to this role</i> . b) Any experience in leadership and management - work or non-work roles
3. Client / Customer Service	a) Knowledge of Yorke & Northern LHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Outline your communication and teamwork skills, <i>with examples</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement

POSITION DESCRIPTION



Job Title	Casual Occupational Therapist	Classification	AHP2	Position Number	P22015
LHN	Yorke and Northern LHN Community Health	Term	Casual	Position Created	
Area	Community Health	FTE	No Fixed Hours	Last Updated	01.07.2022
Criminal History Clearance Requirements:					
<input checked="" type="checkbox"/> NPC – Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening					
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	
<p>The Occupational Therapist applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the local community. The Occupational Therapist works under reduced clinical direction and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-professional team, including health professionals and service providers from other sectors, the Occupational Therapist utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.</p>	
Qualifications	
<p>Must hold a recognised qualification within a relevant Occupational Therapy profession and be eligible for practicing membership of the relevant Professional Association. For those professions requiring Registration, all requirements to obtain and maintain current registration must be fulfilled. For self regulated professions it is desirable to participate in the professional association accredited continuing professional development program.</p>	
Handling of Official Information	
<p>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.</p>	
White Ribbon	
<p>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.</p>	
Cultural Statement	
<p>Yorke & Northern LHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. This LHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.</p>	
Special Conditions	Key Relationships
<ul style="list-style-type: none"> ▪ 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; 	<ul style="list-style-type: none"> ▪ Receives line supervision from Healthy Living Team Leader ▪ Receives clinical supervision, advice, and support from Clinical Senior

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<p>interstate travel may be required.</p> <ul style="list-style-type: none"> ▪ 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 National Police Certificate (NPC). ▪ Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit. ▪ 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 unsupervised contact with vulnerable groups. ▪ Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit. ▪ NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue. ▪ WWCCs must be renewed every 5 years thereafter from date of issue. ▪ Will be required to comply with the requirements of the Y&NLHN Procedure for Credentialling Allied Health and Scientific Health Professionals ▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. 	<p>Occupational Therapist under formal arrangement in accordance with the <i>Local Health Network's Allied Health Clinical Support Framework</i>.</p> <ul style="list-style-type: none"> ▪ May contribute to the supervision of less experienced professional officers, para-professional staff, and students, under direction from the Clinical Senior ▪ 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
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Key Result Areas	Generic Requirements	Specific or Local Requirements
<p>1. Technical Skills and Application</p>	<p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills.</p> <p>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>1.3 May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities.</p> <p>1.4 Manage and prioritise personal workload and support others in developing workload management plans, including in the allocation of team resources</p>	<ul style="list-style-type: none"> ▪ Provide Occupational Therapy services to Yorke and Northern Community Health ▪ Provide Occupational Therapy services and manage a case load which may include the clinical areas of inpatients (surgical, medical, High Dependency, Rehab and Day Surgery), Outpatients (adults and paediatrics), Domiciliary Care, Outpatient groups and Outreach. ▪ Participate in the recognized service delivery models utilized by the Occupational Therapy service ▪ Ensure Occupational Therapy are provided within a Primary Health Care Framework and all services address the changing needs of the community ▪ Contribute to the development of services that have a multi-disciplinary role in the approach to Occupational Therapy services within the region ▪ Contribute to the development of protocols and

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		processes for the prioritization of Occupational Therapy services
2. Personal and Professional Development	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills Utilising the support of mentors and peers Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor May provide professional leadership in the relevant network, including facilitating access to training for professional staff <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing)</p>	<ul style="list-style-type: none"> ▪ Receive clinical direction, advice, mentorship and support from Clinical Senior Occupational Therapist ▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your TEAM LEADER, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Occupational Therapist. Fulfill all obligations under this agreement, and review it annually. ▪ Develop and maintain inter and intra-professional clinical networks within the Yorke and Northern LHN and South Australia, actively sharing and seeking out knowledge of effective practice ▪ Participate in the Yorke and Northern Professional Network ▪ Provide clinical support to less experienced professional staff in the team ▪ Contribute to the supervision of Occupational Therapy students on clinical placement
3 Client / Customer Service	<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 and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> ▪ Provide Rural Generalist service across all range of ages ▪ Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting</p>	<ul style="list-style-type: none"> ▪ To ensure accurate documentation in hospital case notes and Health Track for work in community ▪ Ensure CCME data requirements are attended on daily bases ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support

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Click or tap here to enter text.

	<p>and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	occupational therapy team
5 Teamwork and Communication	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across Yorke & Northern LHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of this Local Health Network's services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork, and support others to develop effective working relationships and achieve team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including clients, the community, team members, management, and other stakeholders</p> <p>5.5 Work in accordance with SA Health and Y&NLHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> ▪ Works as a member of the multi-professional team based in Yorke and Northern Region. ▪ To attend meetings as directed by Clinical Senior and or TL such as Team meeting, all of Staff meeting etc. There may be a requirement to sit on Regional meetings
6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends, and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>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 services within Yorke and Northern LHN services ▪ To take part in all accreditation processes ▪ Work within evidence based framework ▪ To attend to any projects as directed by Clinical Senior and or Team Leader
Approved by Authorised Officer / /	Accepted by Incumbent
	 / /

APPLICANT GUIDELINES



Job Title	Casual Occupational Therapist	Classification	AHP2
LHN	Yorke and Northern LHN	Term	Casual
Area	Community Health	FTE	No Fixed Hours

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 to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts ▪ Previous involvement in service development, including research & evaluation ▪ Change management & project management skills / experience ▪ Competency in applying primary health care principles c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <i>creativity, adaptability, resourcefulness, prioritization & problem solving skills</i>
2. 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 Information about <u>your leadership / management style and experience</u>
3. Client / Customer Service	a) Knowledge of and commitment to Y&NLHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development b) Outline your communication, teamwork and problem solving skills, with examples
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research