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## SA Health Job Pack

<b>Job Title</b>	Equipment Officer
<b>Job Number</b>	679036
<b>Applications Closing Date</b>	29/3/2019
<b>Region / Division</b>	Country Health SA Local Health Network
<b>Health Service</b>	Barossa Hills Fleurieu Region - Community Health
<b>Location</b>	Gawler - with travel expectations throughout the Gawler, Barossa and Adelaide Hills area.
<b>Classification</b>	OPS2
<b>Job Status</b>	Temporary Part-time position working 15 hours per week up to 5/6/2020
<b>Indicative Total Remuneration*</b>	\$59,718 - \$64,366 (pro rata)

## 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 Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Child Related Employment Screening - **DHS**
- Vulnerable Person-Related Employment Screening - **NPC**
- Aged Care Sector Employment Screening - **NPC**
- General Employment Probity Check - **NPC**

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

## Contact Details

<b>Full name</b>	Amy Foote
<b>Phone number</b>	8552 0602
<b>Email address</b>	Amy.Foote@sa.gov.au

## 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 <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## ROLE DESCRIPTION

<b>Role Title:</b>	Equipment Officer
<b>Classification Code:</b>	OPS 2
<b>LHN/ HN/ SAAS/ DHA:</b>	CHSALHN
<b>Hospital/ Service/ Cluster</b>	Barossa Hills Fleurieu Region
<b>Division:</b>	Community Health
<b>Department/Section / Unit/ Ward:</b>	Optimal Aging
<b>Role reports to:</b>	Team Leader Optimal Aging
<b>Role Created/ Reviewed Date:</b>	
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > Support the management, delivery and collection of assistive equipment and devices under the direction of the Optimal Ageing Team Leader, Nursing and Allied Health Therapists. The specifics of the role includes: tracking of equipment through CCCME data entry, delivery of equipment, installation of equipment under prescribers instructions, collection of unrequired equipment, cleaning of equipment and vehicle, minor maintenance of equipment, managing the safe storage and access of equipment in equipment shed, and monitoring the stock levels of frequently hired/ purchased equipment items. The role also incorporates the prioritisation of referrals, liaison with clients and their families as well as staff and other agencies.

### Direct Reports:

- > Not responsible for the direct supervision of staff of volunteers but may be assisted by contractors, casual workforce or volunteers as appropriate.

### Key Relationships/ Interactions:

#### Internal

Report to Optimal Aging Team Leader

Liaise with Allied health and Nursing professionals in Out Of Hospital and Restorative Health Teams e.g. Physiotherapists, Occupational Therapists, Registered Nurses, about the equipment requested, installation heights and locations, access issues for ease of delivery, priority for delivery, reporting back installation issues or concerns for prescriber to explore alternatives.

### External

Liaises with other agencies as necessary; this may include contact with equipment providers to obtain price quotes prior to purchase or repair /maintenance companies

Liaise with clients / families / carers about delivery/pick up details, including access to area for installation.

### **Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Dealing with clients and their care givers that are often vulnerable and have a variety of health related issues and needs
- > The diversity of the role requires flexibility and good time management to ensure client needs are met in a timely fashion.
- > Potential need to work and travel across sites in a large region including sharing of large vehicle (delivery van) across the region.

### **Delegations:**

- > This position does not have a delegate level of authority.

### **Resilience:**

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

### **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.

### **General Requirements:**

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

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

**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:**

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

**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 Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- > 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 working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 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.
- > Must have a current drivers licence and willingness to drive fleet vehicles including an equipment van.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Assisting the Optimal Ageing and Out of Hospital Teams (and other teams as appropriate) in the delivery of Equipment and Home Modification Services.</p>	<p>Equipment management:</p> <ul style="list-style-type: none"> <li>&gt; Ensure adequate stock of hire equipment is maintained for urgent provision; monitor stock levels, keep maintenance of equipment up to date, prioritise equipment for cleaning accordingly.</li> <li>&gt; Ensure equipment is cleaned upon return to the service and in a good state of repair to enable re-issue.</li> <li>&gt; Complete minor maintenance of equipment returned</li> <li>&gt; Ensure universal precautions for handling of the equipment are practiced.</li> <li>&gt; Prepare equipment for issue; including cleaning, checking repair status, assembling as per manufacturer's instructions, and , track location on CCCME</li> <li>&gt; Assist Team by issuing, delivering and safely installing equipment as directed to meet the client need.</li> <li>&gt; When relevant, and guided by the prescriber, provide clients with equipment information sheets for ongoing care of the equipment. I.e. if equipment has specific cleaning instructions.</li> <li>&gt; Ensure that Equipment is repaired where possible, by self, contractor or disposal with appropriate approvals. Liaison with other Equipment Officers within the regional may be required to complete this process.</li> <li>&gt; Monitor equipment due for Electrical Tag and testing and refer to maintenance as required.</li> <li>&gt; Maintain a safe working environment in equipment shed through: minimising above head storage of large and/or heavy items when possible, maintaining clear walkways, regular cleaning of floor space, and reporting any building issues to maintenance services.</li> <li>&gt; Report back to supervisor any issues related placement or issuing of prescribed equipment. .May include scenarios such as if equipment requested does not fit the space requested.</li> <li>&gt; Maintain communication and feedback with line managers and the multidisciplinary team.</li> </ul> <p>Administration:</p> <ul style="list-style-type: none"> <li>&gt; Ordering of stock equipment in supply for purchase as instructed by team leaders and advised by clinical staff.</li> <li>&gt; Ensure all equipment requests are signed by clients of receipt and returned to medical records for filing</li> <li>&gt; Participate in scheduling of appointments using CCCME; to track and monitor equipment delivery/collection requests as well as weekly, monthly and annual maintenance tasks.</li> <li>&gt; Assist with the upkeep of the electronic equipment register by regularly entering when equipment is delivered and received and home modifications completed by contractors.</li> <li>&gt; Support with the tracking of equipment and home modifications requests.</li> <li>&gt; Support with equipment supply by following the organisational process of receiving goods.</li> <li>&gt; Support the tracking of equipment.</li> <li>&gt;</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

Nil specified for OPS2

#### **Personal Abilities/Aptitudes/Skills:**

- > Demonstrated effective communication both written and verbal.
- > Demonstrated ability to work in a multi-disciplinary service; including the ability to communicate and work effectively with others including staff, client's and carers
- > Demonstrated ability to follow instructions i.e. in the provision of equipment under the request of the Allied Health and Nursing professionals.
- > Demonstrated ability to work independently; setting and achieving day to day work priorities
- > Demonstrated ability to be self-motivated, innovative and flexible
- > Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.

#### **Experience**

- > Experience working with a range of clients with varying health and cultural backgrounds
- > Experience in the use of computer programs e.g. Microsoft Word, Outlook, Excel  
Experience working with Aboriginal consumers.

#### **Knowledge**

- > Knowledge of the needs of older people and the impact of disability and disease to individuals and their carers.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

>

#### **Personal Abilities/Aptitudes/Skills:**

- > An interest and ability to understand mechanical devices
- > Demonstrated ability to empathise with clients and their carers

#### **Experience**

- > Demonstrated ability to carry out minor equipment repairs
- > Demonstrated ability to use Microsoft Excel and general software applications.
- > Experience working in the provision of equipment services in the community health setting

#### **Knowledge**

- > Knowledge of
- > Knowledge of local community services





## Organisational Context

### **Organisational Overview:**

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### **Our Legal Entities:**

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### **SA Health Challenges:**

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### **Health Network/ Division/ Department:**

The Barossa Hills Fleurieu Region (BHFR) of Country Health SA Local Health Network (CHSALHN) encompasses the hospitals and health services located at Mt Barker, Victor Harbor, Gawler, Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda.

The Country Health Connect Community division provides a range of health, aged care and disability services to the population including post-acute, hospital avoidance, restorative care, palliative care, mental health, allied health nursing and home care support.

Country Health Connect is a registered provider of the Commonwealth Home Support Program, Home Care Packages, National Disability Insurance Scheme, Department of Veterans Affairs Community Nursing and Home Care, Home and Community Care (state government funded), Transition Care Program, Short Term Restorative Care, and the Aged Care Assessment Program. The CHSALHN Country Referral Unit is also located in the BHFR. Services are delivered in BHFR hospitals and health services, people's homes and residential care settings. Services are provided across the age spectrum from birth depending on eligibility for specific programs.

## 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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**