

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Paramedical Aide
Eligibility	Open to Everyone
Job Number	875390
Applications Closing Date	28 July 2025
Region / Division	Riverland Mallee Coorong Local Health Network
Health Service	Karoonda District Soldiers Memorial Hospital
Location	Karoonda
Classification	OPS1
Job Status	Casual Positions Available
Salary	\$15.19 – \$27.95 per hour + 25% casual loading

Contact Details

Full name	Sallie Richards
Position	ANUM and acting NUM
Phone number	08 8579 1111
Email address	Sallie.Richards@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



ROLE DESCRIPTION

Role Title:	Paramedical Aide
Classification Code:	OPS1
LHN/ HN/ SAAS/ DHA:	Riverland Mallee Coorong Local Health Network
Hospital/ Service/ Cluster	Karoonda
Division:	Clinical
Department/Section / Unit/ Ward:	Aged Care
Role reports to:	Clinical Services Coordinator via the Registered Nurse
Role Created/ Reviewed Date:	September 2021
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
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:

The Paramedical Aide will assist in providing a direct care service to residents of the Karoonda Hospital and Karoonda Homes for the Aged.

Key Relationships/ Interactions:

Internal

- > The Paramedical Aide is accountable to the Clinical Services Coordinator through the Registered Nurse and works in close collaboration with other health professionals as part of a multi-disciplinary team.
- > Engagement in clinical site meetings or clinical focus groups where applicable.
- > Maintain an understanding and a level of engagement with Risk and Safety meetings to ensure own practice is reflective of contemporary knowledge and practice.
- > Monitor site communication to actively demonstrate engagement in matters of quality residential care.

External

- > Providing empathetic and appropriate care to residents with complex needs and communicating with families of the residents.
- > The role may include occasionally communicating with other external service providers.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Maintaining positive and constructive communication with team members, residents
- > Providing empathetic and appropriate care to residents with complex needs.
- > Maintaining flexibility and efficiency in personal practise to meet teamwork needs and requirements of the facility.
- > Demonstrate ability for resilience and understanding of personal capacity and personal/professional development.

Delegations:

No delegations are attached with this role

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:

Riverland Mallee Coorong Local Health Network (RMCLHN) welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN 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 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 or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- > Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > NPCs must be renewed every 3 years thereafter from date of issue.
- > WWCCs and NDIS Worker Screening Checks 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.
- > Current Driver's license and willingness to drive.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to the provision of a qualitative care for residents by:	<ul style="list-style-type: none"> > Bed making > Bathing, showering, personal hygiene and grooming > Toileting/continence management > Maintenance of mobility/dexterity > Transfer/lifting, mechanical aids > Communication/assistance with aids eg. glasses and hearing aids > Distribution of clean laundry/personal attire > Cleaning of equipment, aids, utensils in work area (including personal possessions) > Cleanliness and neatness of clients environment > Transportation of clients > Assist in care of clients with identified special needs or requirements eg. pressure areas > Provide input into client assessment > Assist in the self-administration of medication on medical authority to client > Assist with the provision of routine treatments and procedures > Provision of in-home services consistent with the duties defined by this stream.
Contribute to the efficient and effective operation of the health unit by:	<ul style="list-style-type: none"> > Working within a multi-disciplinary team under the guidance and direction of the Registered Nurse.
Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:	<ul style="list-style-type: none"> > Undertaking training as required and maintaining required up to date skills and knowledge applicable to the role.
Demonstrate a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:	<ul style="list-style-type: none"> > Compliance with workplace policies and guidelines > Compliance with all matters related to confidentiality of practice > Commitment to continuous improvement and provision of customer service. > Participation in continuous quality improvement programs and accreditation activities. > Compliance with cultural respect. > Maintain an understanding and commitment to CHSA and Riverland Mallee Coorong strategic direction clinical practice.
All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks	<ul style="list-style-type: none"> > It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. > It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Nil

Personal Abilities/Aptitudes/Skills

- > Proven ability to work well within a team environment
- > Effective interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds and circumstances
- > Proven ability to meet deadlines and timeframes
- > Ability to provide assistance and co-operation to other staff
- > Ability to use discretion and maintain strict confidentiality
- > Ability to perform work of a general nature under supervision
- > Physically able to perform the work

Experience

- > Experience in exercising own judgment and initiative in the day to day execution of a position
- > Experience in the use of computer packages eg. Microsoft Word, Excel

Knowledge

- > Knowledge and commitment to customer service principles
- > Knowledge and understanding of the Work Health and Safety, and Risk Management principles

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > A current First Aid Certificate
- > Certificate 3 and/or Certificate 4 in Residential Aged Care and/or Community Care

Experience

- > Limited experience working with aged, frail or disabled persons in a community/hospital setting

Knowledge

- > Knowledge of Equal Employment Opportunity legislation
- > Knowledge of Aged Care Standards
- > Knowledge of aged care related issues

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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, 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, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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:

Riverland Mallee Coorong Local Health Network aspires to be the best provider of rural and remote health services in Australia. RMCLHN, through the inspiration and hard work of its people, delivers high quality and innovative health services to improve health outcomes for country South Australians.

RMCLHN delivers a comprehensive range of health services in hospital and community settings according to population needs. It focuses on integrating its service delivery with metropolitan hospitals and other service providers in country locations. The safety and quality of health services in country South Australia is of primary importance. RMCLHN participates in rigorous national accreditation processes and engage local community members to provide insight and knowledge of the needs of consumers and potential strategies to achieve the best service.

RMCLHN Values

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

- > **Respectful** - We treat everyone as equals and value each other's sense of worth.
 - > **Motivated** - We are driven to excel and provide the best quality care to our consumers and communities, when and where they need it.
 - > **Compassionate** - We take care of others and act with kindness, empathy, patience and understanding, in all that we do.
 - > **Consumer Focused** - We partner and collaborate with consumers, their families, carers and communities, to ensure the planning, delivery and evaluation of our health services is tailored to their needs.
 - > **Accountable** - We are dedicated to fulfilling our duties and obligations as a public health service, and endeavour to act with honesty and integrity in all that we do.
 - > **Resourceful** - We are agile, adaptable and able to deal skilfully, creatively and promptly with new situations and challenges.
 - > **Excellence** - We strive to continually improve and redefine processes, exceed standards and expectations, and deliver access to high quality contemporary care for people in our communities.
 - > **Service** - We serve people and our communities courteously, fairly and effectively.
-

Integrity Statement

As a public sector employee, you have the 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.

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 and RMCLHN's 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: _____

Date: _____

Signature: _____

Role Acceptance

Incumbent Acceptance

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

Name: _____

Signature: _____

Date: _____