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SA Health Job Pack

Job Title	MYH Aboriginal Clinical Health Worker South (OPS4)
Eligibility	Open to Everyone
Job Number	720291
Applications Closing Date	5/6/2020
Region / Division	Youth Women's Safety and Welling Division
Health Service	Women's and Children's Health Network
Location	Christies Beach
Classification	OPS4
Job Status	Full time temporary up to 19 Jan 2021
Total Indicative Remuneration	\$79,954 - \$83,378

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 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 - DHS
- National Police Check (vulnerable unsupervised)
- 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 - see Career Information, or by referring to the nominated contact person below.

Immunisation

Risk Category B (indirect 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 B (indirect contact with blood or body substances). [Please click here for further information on these requirements.](#)

Contact Details

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NOTE: Please refer to the accountability statement at the end of this document.

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

Role Title:	Aboriginal Clinical Health Worker
Classification Code:	OPS4
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCHN)
Hospital/ Service/ Cluster	Women's and Children's Hospital (WCH)
Division:	Youth Women's Safety and Welling Division (YWSWD)
Department/Section / Unit/ Ward:	Metropolitan Youth Health (MYH)
Role reports to:	Team Leader
Role Created/ Reviewed Date:	Updated January 2018
Criminal History Clearance Requirements:	Working with Children Check (issued by DHS) National Police Check – Vulnerable Unsupervised
Immunisation Risk Category	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances)

ROLE CONTEXT

Primary Objective(s) of role:

- > Plan and deliver a high standard of specialised clinical health care services to Aboriginal young people and their families, within a youth health and multi-disciplinary context.
- > Support and provide guide team members on culturally appropriate interventions.
- > Contribute to the development of partnerships and collaborative initiatives with community groups, health professionals and organisations.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

Internal

- > Responsible to the Manager MYH through an assigned site MYH Team Leader.
- > Reports/liases with the Program Manager, Aboriginal for the development of proposals and initiatives.
- > Member of a multi-disciplinary team and works closely with other professionals in MYH, the Community Health Division and across the WCHN Region.

External

- > Works collaboratively with external agencies providing services to Aboriginal young people.
- > Involves Aboriginal young people, their families and communities in service planning, implementation and evaluation.

Challenges associated with Role:

- > Ensure the delivery of high standard youth specialised health care services to clients which result in quality outcomes for Aboriginal and Torres Strait Islander young people with high and complex needs.
- > Contribute to the viability of youth specialised health care services within a changing environment and improve integration across the continuum of care through participating in strengthening innovation and service coordination.
- > Improving health service access for young people who are Aboriginal and/or Torres Strait Islander, under the Guardianship of the Minister, in the youth justice training centre, and other priority population groups of young people who experience vulnerabilities.

Delegations:

- > Nil

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, 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 for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- > 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.

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.

Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the SA Health Criminal and Relevant History Screening Policy Directive.
- > For appointment in a Prescribed Position under the Child Safety (Prohibited Persons) Act (2016), a current Working with Children Check (WWCC) is required from the Department for Human Services

Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.

- > For 'Prescribed Positions' under the Child Safety (Prohibited Persons) Act (2016), the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the Accountability Principles 2014 issued pursuant to the Aged Care Act 1997 (Cth).
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > This Role Description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your skills and abilities would reasonably be expected to perform.
- > The position will be required work across all MYH sites to be responsive to client and organisational needs and to ensure service responsiveness.
- > Must possess a current driver's licence and be willing to drive.
- > Some out of hours work will be required, including weekends.

Exemption:

WCHN has determined that an exemption to prefer Aboriginal and Torres Strait Islander applicants granted by the Equal Opportunity Tribunal of South Australia applies to this position.

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 always 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.

Key Result Area and Responsibilities

The major responsibilities include the following listed below but should not be viewed as exhaustive.

Key Result Areas	Major Responsibilities
Health care and case management services are planned and delivered at MYH sites and via outreach.	<ul style="list-style-type: none"> > Deliver and document multidisciplinary specialised health care services including intake, assessment and referral; physical and psychosocial health practices > Deliver and document high level case management services which result in young people are engaging in their health care management. > Apply high level knowledge of the relevant service sectors and referral pathways and processes to ensure young people understand service options available and are referred appropriately in response to their needs. > Undertake data collection, evaluation and reporting for the purpose of ensuring continuous improvement of clinical services, align to the Model of Care.
Youth Primary Health Care projects/programs are managed at Metropolitan Youth Health sites and via outreach.	<ul style="list-style-type: none"> > Contribute specific expertise to planning, development and evaluation of projects/programs for Aboriginal and Torres Strait Islander young people to ensure MYH build young people's capacity to manage their health care. > Assist in relevant research including data collection, evaluation and reporting for the purpose of continuous improvement to ensure the service reflects contemporary practice and is responsive to identified needs. > Participate in seeking out funding opportunities for the enhancement of the MYH Aboriginal Youth Program.
Individual development and education requirements are met.	<ul style="list-style-type: none"> > Maintain a commitment to increasing individual professional development and continue to acquire complex practice expertise. > Attain professional competencies to a standard agreed with management and as designated by the service.
Young people their families and communities are involved in service provision.	<ul style="list-style-type: none"> > Work collaboratively with clients in the development of individual case management care/treatment plans using a client centred framework. > Engage young people, their families and communities to ensure service delivery is relevant to their needs and support the implementation of new initiatives.
Quality management, professional standards and risk management activities and ongoing improvement of services are maintained.	<ul style="list-style-type: none"> > Contribute to the review of existing processes/practices and promote acceptance of change to improve service delivery and outcomes. > Contribute to the development and implementation of practice guidelines, protocols/audits, quality indicators and service planning as part of quality improvement processes. > Ensure all service practices, for which you have responsibility, are assessed for risk and a management strategy is in place.
A positive and safe work culture are encouraged and fostered within the Metropolitan Youth Health.	<ul style="list-style-type: none"> > Contribute to, support and foster a positive work culture, which promotes a workplace centred on excellence in client/customer service, the safety and welfare of team members. > Actively support and contribute to change management processes to enhance an integrated team approach which is highly responsive to the needs of young people, their family and communities. > Actively deal with conflict and inappropriate behaviour expediently and effectively to support the maintenance of a positive team environment.
Culturally sensitive services are delivered.	<ul style="list-style-type: none"> > Ensure and promote access and equity of services for all clients/stakeholders from culturally and linguistically diverse backgrounds. > Provide MYH staff with cultural advice, consultancy and mentoring to facilitate the engagement of Aboriginal young people in the management of their health care and to support the management of complex issues and concerns. > Model behaviours and attitudes that are culturally sensitive in all interactions with staff/clients/stakeholders.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Cert IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice)
- > Eligible for registration and practice as an Aboriginal Health Practitioner with the Aboriginal and Torres Strait Islander Health Practice Board of Australia from 1 July 2012.

Personal Abilities/Aptitudes/Skills:

- > Known, respected and connected within local Aboriginal communities and ability to communicate well, gain the confidence and cooperation of Aboriginal and/or Torres Strait Islander and other persons whilst maintaining a high degree of confidentiality.
- > Ability to work under general direction, prioritise and organise workloads to deliver to deadlines and as a member of a team to problem solve and resolve conflict.

Experience:

- > Working with Aboriginal and/or Torres Strait Islander young people and their families with diverse values systems, cultural differences and special needs.
- > Working consultatively, collaboratively and in partnership as part of a multi-disciplinary team and with Aboriginal and/or Torres Strait Islander and non-Aboriginal and/or Torres Strait Islander communities, service providers and relevant stakeholders.
- > Providing training workshops on cultural protocols and other information that support non-Aboriginal and/or Torres Strait Islander staff to deliver culturally sensitive health care service
- > Providing clinical health assessment, treatment, referral, psychosocial support and advocacy for young people with a range of complex health issues.
- > Developing, implementing and documenting services and projects and group work for Aboriginal young people with the involvement of peers.

Knowledge:

- > Aboriginal and/or Torres Strait Islander cultures including family and community obligations.
- > Historical and contemporary issues that affect the health and wellbeing of Aboriginal and/or Torres Strait Islander young people, including barriers for Aboriginal and/or Torres Strait Islander young people in accessing services and programs.
- > Clinical health care service provision needs of Aboriginal and Torres Strait Islander young people.
- > Knowledge of the obligations relating to :
 - o Young People under the Guardianship of the Minister
 - o Mandatory Notifications
 - o Consumer rights and responsibilities

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

Personal Abilities/Aptitudes/Skills:

- > Nil

Experience:

- > Working with Aboriginal and Torres Strait Islander young people in the community services sector in service/project planning, implementation and/or evaluation.

Knowledge:

- > Knowledge of the South Australian Public Health System and administrative policies and practices of Community Health.

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, 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 Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- > Specialist hospital services.
- > Primary health care and population health programs.
- > Integrated community care services.
- > Services to address the health and well being of particular populations, including Aboriginal Health Programs.
- > Education and training programs.
- > Research.

Community Health Division provides specialist health care services and programs in the areas of youth health, women's health and safety, rape and sexual assault, child protection. The Division provides support to WCHN in child protection and women's safety. Services are based on an understanding that the everyday circumstances of life, including trauma and adversity, impact on health and wellbeing. Services are planned to improve population health and provided based on primary health care principles of participation, comprehensiveness, equity, cultural accountability, sustainability, effectiveness and community accountability.

The Division provides metropolitan services for vulnerable young people and women, metro and country services in child protection and state wide services in sexual assault.

The Metropolitan Youth Health aims to provide an accessible, responsive and quality community based health service to Guardianship of the Minister, Aboriginal and vulnerable young people. It is a health care service that aims to improve health outcomes for these populations and build their capacity to manage their own health care, whilst exemplifying best practice.

The Metropolitan Youth Health provides specialised, evidenced-based and accessible primary health care services to improve health outcomes for populations of young people aged 12 to 25 years, including those who are Aboriginal and/or Torres Strait Islander, under the Guardianship of the Minister, in the youth justice training centre, and the priority population groups of young people who experience vulnerabilities.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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.

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:

Women's & Children's Health Network

Accountability – what does it mean for me?

Within WCHN everyone is accountable for their contribution to the safety and quality of care delivered to consumers.

Consumers

Consumers and their families participate as partners to the extent that they choose. These partnerships can be in their own care, and in organisational design and governance.

Staff including Contractors, Locums, Agency, Students and Volunteers

All staff (as described above) have a role in the delivery of safe, high quality care to consumers, and are expected to perform their roles with diligence; and with a person-centred approach to the best of their ability. It is the responsibility of all staff to raise concerns when it is recognised that something is not right. Safety and quality is the responsibility of all staff, at all levels and across all locations.

Clinicians

All clinicians are accountable for the provision of competent, consistent, timely, safe, reliable, contemporary and person centred care within a defined scope of practice.

Clinicians work in teams with professionals from a variety of disciplines based on mutual respect and clear communication, with an understanding of responsibilities, capabilities, constraints and each other's scope of practice.

All clinicians are responsible for providing care that is person centred, evidence based and which focuses on safety through minimising risk while achieving optimal outcomes for consumers. This is helped by participating in clinical governance, in WCHN health and safety forums, fostering a learning environment and supporting other clinicians to provide high quality services which are safe.

Clinicians are expected to speak up when there are concerns about safety so that these can be rectified and learnt from. Clinicians are accountable for their own individual professional practice, including maintaining currency of credentialing, registration and professional practice.

Managers

Managers are accountable for implementing systems and practices that support high quality clinical practice. Managers oversee, guide and direct staff by providing leadership and advice ensuring appropriate clinical governance, continuous quality improvement, and leading safety programs. Managers develop, implement and monitor performance indicators for the identification, management and reporting of risk. Managers implement the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards within their areas of responsibility. Managers are expected to demonstrate diligence and honesty in the management of public resources.

Managers organise, direct and manage the performance of staff to meet operational requirements; implement and promote evidence based standards and policies that are compliant with relevant, professional, industrial and legislative requirements. Managers engage with and listen to staff, and create an environment where staff feel able to speak up in relation to concerns about safety. Managers address concerns raised and provide regular, ongoing feedback in the interests of improving care and safety.

Executive/Divisional Directors

Executive/Divisional Directors are accountable for embedding the Clinical Governance Framework; Consumer Engagement Framework and the requirements of the National Safety & Quality Standards into their areas of responsibility and providing assurance to the Executive and Board that these systems are in place and work effectively, all risks are known and mitigated and that staff understand their safety and quality responsibilities.

It is expected that those holding senior leadership positions will model the highest standards of ethical and professional behaviour.

WCHN Committees

WCHN Committees support Executive Directors to implement and evaluate organisational systems, support divisions to work together to identify and mitigate risk and continuously improve practice. They support the organisation to work as a single entity.

Chief Executive Officer

The Chief Executive has overall accountability for safety, care delivery, system governance and monitoring.

Board

The Board is accountable for governance, monitoring, compliance and ensuring the executive are discharging their responsibilities in managing the organisation.

Strategic Management Plan 2018-2020

Our Purpose: Improving the health and wellbeing of our community

Lead

Imagining the future

- Care for our staff so that we can care for our community
- Continue to strengthen person and family centred care
- Enable an innovative and productive culture to ensure we are delivering excellent care
- Ensure women, youth and children's safety
- Improve health outcomes for Aboriginal women, children and families
- Improve wellbeing and resilience of our young people
- Plan for the new Women's and Children's Hospital
- Work towards embedding a focus on the first 1000 days of life

Partner

Together we do better

Build a caring, innovative, productive and safe workplace culture that enables an engaged, skilled workforce

Create a climate to foster research excellence and translation into practice

Embed collaboration, teamwork and partnership to lead quality service delivery for a range of complex needs

Encourage consumer and community engagement at all levels

Envision what excellence in care and continuous learning means

Deliver

Improving the experience

Achieve ongoing accreditation under the National Safety and Quality Health Service Standards

Capitalise on service delivery benefits of modernised ICT infrastructure

Deliver greater efficiencies across outpatient services

Key goals

Develop resourceful strategies for sustainment of current WCH site

Ensure that all of our services are financially sustainable

Implement recommendations from the Child Protection Systems Royal Commission

Implement successful CAMHS and CaFHS service model improvements