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## SA Health Job Pack

<b>Job Title</b>	Mental Health Clinician
<b>Eligibility</b>	Open to Everyone
<b>Job Number</b>	843058
<b>Applications Closing Date</b>	6/10/2023
<b>Region / Division</b>	Barossa Hills Fleurieu Local Health Network
<b>Health Service</b>	Rural and Remote Inner North Community Mental Health
<b>Location</b>	Barossa/Gawler
<b>Classification</b>	AHP1, AHP2, RN/M1 or RN/M2A
<b>Job Status</b>	Permanent Full-Time position
<b>Salary</b>	AHP1: \$67,466 - \$82,359 p.a. AHP2: \$86,950 - \$100,729 p.a. RN/M1: \$70,535 - \$96,242 p.a. RN/M2A: \$97,420 - \$104,154 p.a.

## Contact Details

<b>Full name</b>	Kathleen Higginbottom
<b>Phone number</b>	8521 2117
<b>Email address</b>	<a href="mailto:Kathleen.Higginbottom@sa.gov.au">Kathleen.Higginbottom@sa.gov.au</a>

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

# Immunisation

## *For RN classification - 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.](#)

## *For AHP classification - 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.](#)

# 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

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<b>Job Title</b>	Occupational Therapist (OT)	<b>Classification</b>	AHP1	<b>Position Number</b>	Click here to enter text
<b>Region</b>	Barossa Hills Fleurieu Local Health Network (LHN)	<b>Term</b>	Select Term	<b>Position Created</b>	January 2016
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Inner North Community Mental Health (MH) Team	<b>FTE</b>	1	<b>Last Updated</b>	January 2023
<b>Criminal History Clearance Requirements:</b>		<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NDIS Worker Check			
<b>Immunisation Risk Category:</b>		<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) <input type="checkbox"/> Category C (minimal consumer contact)			

## Broad Purpose of the Position

Under the direct supervision of a senior clinician, the Occupational Therapist will contribute to the delivery of a comprehensive and integrated range of evidenced based, recovery-oriented services across the multi-disciplinary Local Health Network (LHN) MH service appropriate to the needs of the consumer and the local community. The Occupational Therapist will consolidate knowledge and skills and develop in capability through continuous professional development and experience.

To achieve this, the Occupational Therapist contributes to the delivery of integrated clinical mental health care to consumers across community, acute and rehabilitation service settings and utilises a combination of occupational therapy therapeutic approaches.

## Qualifications

Must hold a recognised Occupational Therapy qualification and as a regulated profession be eligible for registration as an occupational therapist in Australia.

## 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 consumer 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

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

## Special Conditions

- > A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft 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 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- > 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 through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > Will be required to participate in the organisation's Performance Review and 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.
- > The incumbent must be willing to undertake mandatory Management of Actual or Potential Aggression training.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## Key Relationships

- Reports operationally to the MH Team Leader through to the Select Position for operational and administrative matters.
- Works under Clinical Supervision, from a more senior Occupational Therapist in accordance with the LHN's *Allied Health Clinical Supervision Framework*.
- Draws on multi-professional clinical networks for support in specialty areas of mental health service delivery.
- Works within a multi-disciplinary framework, in collaboration with other health professionals, service providers and the community.
- Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary MH service, and members of the local health services.
- Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments.
- Works collaboratively with other members of the relevant Occupational Therapy profession including but not limited to students.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.

# POSITION DESCRIPTION

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<p>&gt; Barossa Hills Fleurieu LHN MH embraces the principles of positive psychology and aims to be a flourishing Mental Health service that impacts meaningfully and positively on the communities it serves. To this end, Barossa Hills Fleurieu LHN MH promotes the principles of PERMA+, as described by Dr. Martin Seligman- Adelaide Thinker in Residence Program, for our staff, consumers and partners.</p>		
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 senior professional 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"> <li>▪ Continues to develop and maintain the core mental health skills and knowledge essential in being able to offer a quality and safe mental health service to consumers with a severe and enduring mental illness within a multidisciplinary context.</li> <li>▪ Develops and maintains an understanding of the roles of other health care workers and agency personnel to facilitate holistic mental health care of consumers and appropriate cross-referral and multi-disciplinary teamwork.</li> <li>▪ Develops and maintains a working knowledge of regional and local support programs including home support services.</li> <li>▪ Provides a high-quality occupational therapy mental health service to consumers and their carer's. Incorporating an occupational perspective (inclusive of occupational therapy assessment and intervention) that is evidence based informed and as appropriate to registration and credentialing status.</li> </ul>
<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"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge;</li> <li>b. Applying reflective practice skills;</li> <li>c. Utilising the support of mentors and peers; and</li> <li>d. Actively participating in the professional development and review PRD process.</li> </ol> <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 and allied health assistants.</p>	<ul style="list-style-type: none"> <li>▪ Receives clinical advice, mentorship and support from the direct line manager.</li> <li>▪ Works under clinical supervision and receives advice and support from a more senior Occupational Therapist in accordance with the LHN's <i>Allied Health Clinical Supervision Framework</i>.</li> <li>▪ Actively participates within the relevant regional LHNs Allied Health Professional Network and regional LHN MH service professional development activities.</li> <li>▪ For professional associations requiring registration, all requirements with regard to ongoing annual professional development are maintained.</li> <li>▪ Adopts a proactive approach to developing and maintaining contemporary knowledge and skills in the Occupational Therapy Profession through participation in continuing education and staff development.</li> <li>▪ Develops and maintains inter and intra-professional clinical networks across South Australia and within the regional LHNs, MH service and SA Health.</li> </ul>

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		<ul style="list-style-type: none"> <li>▪ Actively shares and seeks out knowledge relevant to Occupational Therapy within mental health practice.</li> <li>▪ As appropriate to experience and qualifications, provides support to peers and contributes to the supervision for students and support staff.</li> <li>▪ Attends mandatory and non-mandatory training opportunities required by the organisation and/or recommended by the direct line manager or clinical supervisor.</li> </ul>
3 Consumer / Customer Service	<p>3.1 Treat all consumers 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 &amp; promoting the cultural needs of the community.</p> <p>3.3 Apply consumer-centred practice and community engagement principles in the provision of services, ensuring consumers are meaningfully involved in all aspects of their care.</p> <p>3.4 Engage with Aboriginal community/consumers in a culturally appropriate manner and show willingness to undertake further training in this manner.</p> <p>3.5 Demonstrate experience working with Aboriginal consumers.</p> <p>3.6 Demonstrate a general understanding of Aboriginal culture and a willingness to undertake further training in this area.</p>	<ul style="list-style-type: none"> <li>▪ Supports consumers through their consumer journey by applying a recovery orientated and an occupational perspective approach to practice that is evidence based formed.</li> <li>▪ Utilises service eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs.</li> <li>▪ Assists consumers, their carer's and families to make informed choices about appropriate care options.</li> </ul>
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 which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk &amp; Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME].</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"> <li>▪ Maintains appropriate statistics and records in accordance with the LHN and SA Health requirements.</li> <li>▪ Contributes to a range of health promotions programs and projects within the LHN MH service.</li> <li>▪ Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback.</li> <li>▪ From the Occupational Therapy perspective, writes reports that detail clear clinical opinion and recommendations.</li> </ul>
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of LHN's services.</p>	<ul style="list-style-type: none"> <li>▪ Contributes constructively and actively as a member of the multi-disciplinary team.</li> <li>▪ Actively participates in team meetings and activities.</li> </ul>

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	<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, 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 the LHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> <li>▪ Actively participates in MH service wide and local staff forums as required.</li> <li>▪ Works effectively with other agencies to ensure that consumers are able to access coordinated care appropriate to their needs.</li> <li>▪ Participates as a member of the Occupational Therapy group in the local region and across regional LHN MH services.</li> </ul>
<p>6 Continuous Improvement</p>	<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 consumer 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"> <li>▪ Contributes to on-going review, development, evaluation and implementation of Allied Health related services within regional LHN's MH services.</li> <li>▪ Contributes to quality improvement activities and the accreditation process.</li> </ul>



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## 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

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

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.

## Aboriginal Health

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.

**Approved by  
Authorised  
Officer**

..... / /

**Accepted  
by  
Incumbent**

..... / /



# APPLICANT GUIDELINES

<b>Job Title</b>	Occupational Therapist, Mental Health	<b>Classification</b>	AHP1
<b>Region</b>	Barossa Hills Fleurieu LHN	<b>Term</b>	Select Term
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Inner North Community MH Team	<b>FTE</b>	Click here to enter text

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.

<b>Key Result Area</b>	<b>Selection Criteria</b> ( <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"> <li>▪ Outline scope and nature of previous professional roles;</li> <li>▪ Previous involvement in service development (may include outcome measures, research and evaluation);</li> <li>▪ Project management skills or knowledge of project management principles; and</li> <li>▪ Examples of competency in applying primary health care principles.</li> </ul> c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role: <ul style="list-style-type: none"> <li>▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills.</li> </ul>
2. Personal and 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. Consumer / Customer Service	a) Knowledge of regional MH services, priorities and strategic directions. b) Previous experience and skills in community engagement, consumer-centred practice and cultural competency.
4. Administration and 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 team work 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.

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# POSITION DESCRIPTION

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<b>Job Title</b>	Social Worker	<b>Classification</b>	AHP1	<b>Position Number</b>	Click here to enter text
<b>Region</b>	Barossa Hills Fleurieu Local Health Network (LHN)	<b>Term</b>	Ongoing	<b>Position Created</b>	January 2016
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Inner North Community Mental Health (MH) Team	<b>FTE</b>	Click here to enter text	<b>Last Updated</b>	January 2023
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NDIS Worker Check				
<b>Immunisation Risk Category:</b>	<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) <input type="checkbox"/> Category C (minimal consumer contact)				

## Broad Purpose of the Position

Under the direct supervision of a senior clinician, the Social Worker will contribute to the delivery of a comprehensive and integrated range of evidenced based, recovery-oriented services across the multi-disciplinary Local Health Network (LHN) Mental Health (MH) service appropriate to the needs of the consumer and the local community. The Social Worker will consolidate knowledge and skills and develop in capability through continuous professional development and experience.

To achieve this, the Social Worker contributes to the delivery of integrated clinical mental health care to consumers across community, acute and rehabilitation service settings and utilise a combination of social work preventative, early intervention, therapeutic and evaluative approaches, including individual and family therapeutic approaches, group programs, health promotion and community development programs.

## Qualifications

Must hold a recognised qualification within the Social Work profession and be eligible for full membership of the Australian Association of Social Workers (AASW). Must have participated on ongoing professional development in line with AASW guidelines. Post graduate qualifications in social work, psychotherapy, mental health, public sector management would be desirable.

## 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 consumer 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

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

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra-state travel and inter-state travel may be required.
- Flexibility and some out of hours work may be required.
- It is mandatory that no person, whether currently working in SA Health or not, 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- 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 through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- Will be required to comply with the requirements of the LHN's Procedure for Credentialing Allied Health and Scientific Health Professionals.
- The incumbent will be required to participate in the organisation's Performance Review and 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.
- The incumbent will be required to fulfil all SA Health and LHN's requirements to ensure registration is maintained including participation in ongoing professional development and relevant clinical supervision requirements.
- Participation in an on-call after-hours roster; flexibility and some out of hours work may be required.

## Key Relationships

- Reports operationally to the MH Team Leader through to the Select Position for operational and administrative matters.
- Works under Clinical Supervision from a more senior Social Worker in accordance with the *LHN's Supervision Allied Health Clinical Support Framework*.
- Draws on multi-professional clinical networks for support in specialty areas of mental health service delivery.
- Works within a multi-disciplinary framework, in collaboration with other health professionals, service providers and the community.
- Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary MH service, and members of the local health services.
- Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments.
- Works collaboratively with other members of the Social Work profession including but not limited to students.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.

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- The incumbent must be willing to undertake mandatory Management of Actual or Potential Aggression training.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the Public Sector Act 2009 for Public Sector employees or the SA Health (Health Care Act) Human Resources Manual for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- Barossa Hills Fleurieu LHN MH embraces the principles of positive psychology and aims to be a flourishing MH service that impacts meaningfully and positively on the communities it serves. To this end, Barossa Hills Fleurieu LHN MH promotes the principles of PERMA+, as described by Dr Martin Seligman in the Adelaide Thinker in Residence Program, for our staff, consumers and partners.

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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 senior professional 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"> <li>▪ Continues to develop and maintain the core mental health skills and knowledge essential in being able to offer a quality and safe mental health service to consumers with a severe and enduring mental illness within a multidisciplinary context.</li> <li>▪ Provides a broad range of social work services to consumers and their carer's, incorporating holistic assessment and treatment, prevention, education and early intervention strategies, as appropriate to experience and capability.</li> <li>▪ Provides a combination of individual, group and population health services targeting at risk and priority consumer and groups within the community, in accordance with service eligibility and prioritisation criteria.</li> <li>▪ Develops and maintains an understanding of the roles of other health care workers and agency personnel to facilitate holistic mental health care of consumers and appropriate cross-referral and multi-disciplinary teamwork.</li> <li>▪ Develops and maintains a working knowledge of regional and local support programs including rehabilitation and home support services.</li> </ul>
<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"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge;</li> <li>b. Applying reflective practice skills;</li> <li>c. Utilising the support of mentors and peers; and</li> <li>d. Actively participating in the professional development and review (PDR) process.</li> </ol> <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 and allied health assistants.</p>	<ul style="list-style-type: none"> <li>▪ Receives clinical advice, mentorship and support from the direct line manager.</li> <li>▪ Works under clinical supervision and receives advice and support from a more senior Social Worker in accordance with the <i>LHN's Supervision Allied Health Clinical Support Framework</i>.</li> <li>▪ Actively participates within the regional LHN's Social Work Professional Network and MH professional development activities.</li> <li>▪ For professional associations requiring registration, all requirements with regard to ongoing annual professional development are maintained.</li> <li>▪ Adopts a proactive approach to developing and maintaining contemporary knowledge and skills in the Social Work Profession through participation in continuing education and staff development.</li> <li>▪ Develops and maintains inter and intra-professional clinical networks across South Australia and within the other LHNs and SA Health.</li> <li>▪ Actively shares and seeks out knowledge relevant to MH practice.</li> </ul>

# POSITION DESCRIPTION

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		<ul style="list-style-type: none"> <li>▪ As appropriate to experience and qualifications, provides support to peers and contributes to the supervision of students and support staff.</li> <li>▪ Attends mandatory and non-mandatory training opportunities required by the organisation and/ or recommended by the direct line manager or clinical supervisor.</li> </ul>
3 Consumer / Customer Service	<p>3.1 Treat all consumers 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 Apply consumer-centred practice and community engagement principles in the provision of services, ensuring consumers are meaningfully involved in all aspects of their care.</p> <p>3.4 Engage with Aboriginal community/consumers in a culturally appropriate manner and show willingness to undertake further training in this manner.</p> <p>3.5 Demonstrate experience working with Aboriginal consumers.</p> <p>3.6 Demonstrate a general understanding of Aboriginal culture and a willingness to undertake further training in this area.</p>	<ul style="list-style-type: none"> <li>▪ Under direction, supports consumers through their consumer journey providing effective assessment, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>▪ Applies social work knowledge, skills and values in working directly with consumers and their network and with the wider community to enhance recover and self-determination with least restrictive practice.</li> <li>▪ Provides direct counselling and support to consumers, facilitating them, and their families and supporters in their choices about appropriate care options.</li> <li>▪ Contributes to bio-psycho-social formulations, plans and carrying through on these plans with direct work, appropriate referral, consumer and family collaboration.</li> <li>▪ Acts to protect the rights and safety of consumers in the least restrictive manner and balance the rights and safety of other parties such as children of the consumer.</li> <li>▪ Provides counselling and signposting toward the development or strengthening of existing support networks, in consultation with other health professionals.</li> <li>▪ Gains knowledge of local resources in order to ensure that the consumer has access to the range of services and activities that exist in the area.</li> <li>▪ Utilises service eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs.</li> </ul>
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 which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk and Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</p>	<ul style="list-style-type: none"> <li>▪ Maintains appropriate statistics and records in accordance with the LHN and SA Health requirements.</li> <li>▪ Contributes to a range of health promotions programs and projects within the LHN MH service.</li> <li>▪ Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback.</li> <li>▪ From the Social Work perspective, writes reports that detail clear clinical opinion and recommendations.</li> </ul>



# POSITION DESCRIPTION

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	<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>	
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of the LHN'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, 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 the LHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> <li>▪ Contributes constructively and actively as a member of the multi-disciplinary team.</li> <li>▪ Actively participates in team meetings and activities.</li> <li>▪ Actively participates in MH service wide and local staff forums as required.</li> <li>▪ Works effectively with other agencies to ensure that consumers are able to access coordinated care appropriate to their needs.</li> <li>▪ Participates as a member of the Social Work group in the local region and across regional LHN's MH services.</li> </ul>
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 consumer 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"> <li>▪ Contributes to on-going review, development, evaluation and implementation of Allied Health related services within regional LHN's MH services.</li> <li>▪ Contributes to quality improvement activities and the accreditation process.</li> </ul>

# POSITION DESCRIPTION

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## SA Health Values

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- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

## Code of Ethics

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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.
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- > 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.

## Aboriginal Health

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.

**Approved by  
Authorised  
Officer**

..... / /

**Accepted  
by  
Incumbent**

..... / /

# APPLICANT GUIDELINES

<b>Job Title</b>	Social Worker, Mental Health	<b>Classification</b>	AHP1
<b>Region</b>	Barossa Hills Fleurieu LHN	<b>Term</b>	Ongoing
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Inner North Community MH Team	<b>FTE</b>	1

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.

<b>Key Result Area</b>	<b>Selection Criteria</b> ( <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"> <li>▪ Outline scope and nature of previous professional roles;</li> <li>▪ Previous involvement in service development (may include outcome measures, research and evaluation);</li> <li>▪ Project management skills or knowledge of project management principles; and</li> <li>▪ Examples of competency in applying primary health care principles.</li> </ul> c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role: <ul style="list-style-type: none"> <li>▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills.</li> </ul>
2. Personal and 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. Consumer / Customer Service	a) Knowledge of regional MH services, priorities and strategic directions. b) Previous experience and skills in community engagement, consumer-centred practice and cultural competency.
4. Administration and 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 team work 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

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<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP2	<b>Position Number</b>	P20692
<b>Region</b>	Barossa Hills Fleurieu Local Health Network (LHN)	<b>Term</b>	Ongoing	<b>Position Created</b>	January 2016
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Inner North Community Mental Health (MH) Team	<b>FTE</b>	1	<b>Last Updated</b>	January 2023
<b>Criminal History Clearance Requirements:</b>		<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NDIS Worker Check			
<b>Immunisation Risk Category:</b>		<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) <input type="checkbox"/> Category C (minimal consumer contact)			
<b>Broad Purpose of the Position</b>					
<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 consumers, their carer's and families.</p> <p>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-disciplinary 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>					
<b>Qualifications</b>					
Must hold a recognised Occupational Therapy qualification and as a regulated profession be eligible for registration as an occupational therapist within Australia.					
<b>Handling of Official Information</b>					
<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 consumer 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>					
<b>White Ribbon</b>					
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.					
<b>Cultural Statement</b>					
SA Health welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Health is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.					

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Participation in an on call after hour's roster, 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 Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- 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 through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- Will be required to participate in the organisation's Performance Review and 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.
- Must be willing to undertake mandatory Management of Actual or Potential Aggression training.
- 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.
- Will be required to comply with the LHN Procedure for Credentiaing Allied Health and Scientific Health Professionals
- May be required to maintain a clinical caseload or clinical supervision responsibilities, the proportion of which may be subject to change, commensurate with other management / project / education / research responsibilities.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

## Key Relationships

- Reports operationally to the MH Team Leader through to the Select Position for operational and administrative matters.
- Works under the clinical supervision, advice and support of the Advanced Clinical Lead, Occupational Therapy or Clinical Senior, Occupational Therapist in accordance with the LHN's *Allied Health Clinical Supervision Framework*.
- May contribute to the supervision of less experienced Occupational Therapy professionals, para-professional staff and students, under direction from the Clinical Senior Occupational Therapist or Advanced Clinical Lead, Occupational Therapy.
- Works within a multi-disciplinary framework, in collaboration with other health professionals, service providers and the community
- Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary LHN MH service, and members of the local health services.
- Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments.
- Supports and works collaboratively with less experienced members of the Occupational Therapy mental health profession including graduates and students.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.

<ul style="list-style-type: none"> <li>Barossa Hills Fleurieu LHN MH embraces the principles of positive psychology and aims to be a flourishing MH service that impacts meaningfully and positively on the communities it serves. To this end, Select LHN MH promotes the principles of PERMA+, as described by Dr Martin Seligman- Adelaide Thinker in Residence Program, for our staff, consumers and partners.</li> </ul>		
Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to consumer 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 work load and support others in developing workload management plans, including in the allocation of team resources.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>Continues to develop and maintain the core mental health skills and knowledge essential in being able to offer a quality and safe mental health service to consumers with a severe and enduring mental illness within a multidisciplinary context;</li> <li>Develops and maintains a working knowledge of regional and local support programs including home support services;</li> <li>Provides a comprehensive high-quality occupational therapy mental health service to consumers and their carer's;</li> <li>Incorporates an occupational perspective (inclusive of occupational therapy assessment and intervention) that is evidence based, informed and appropriate to post graduate experience, registration and credentialing status;</li> <li>Applies knowledge of contemporary methods of treatment and application in mental health; and</li> <li>Provides a consultancy service to other staff, agencies and community members regarding provision of holistic mental health care services to consumers.</li> </ul>
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 Specialists, Profession 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"> <li>Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study);</li> <li>Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills;</li> <li>Utilising the support of mentors and peers;</li> <li>Actively participating in the Annual Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor; and</li> </ol>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>In accordance with the LHN's Allied Health Clinical Supervision Framework actively engages in and develops a formal clinical supervision agreement with the Clinical Senior, Occupational Therapist and Advanced Clinical Lead, Occupational Therapy;</li> <li>Takes responsibility for attendance, preparation of agenda and formal reporting to ensure requirements for ongoing registration and credentialing of the LHN's <i>Allied Health Clinical Supervision Framework</i> are met;</li> <li>Actively participates within the regional LHNs Occupational Therapy and regional LHN MH service professional development activities;</li> <li>Adopts a proactive approach to developing and maintaining contemporary knowledge and skills in the Occupational Therapy Profession through participation in continuing education and staff development;</li> </ul>



	<p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</p> <p>2.3 May be required to provide 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 / supervised staff to gain knowledge of effective practice through research, evaluation of services and information sharing (e.g.: via professional networks and presenting papers for conferences and / or publishing).</p>	<ul style="list-style-type: none"> <li>▪ Develops and maintains inter and intra-professional clinical networks across South Australia and within regional LHN MH service and SA Health;</li> <li>▪ Actively shares and seeks out knowledge relevant to Mental Health practice and shares knowledge from professional development workshops conferences with staff from the Occupational Therapy discipline and members of regional LHN MH service;</li> <li>▪ Contributes to the supervision of students on clinical placement within the Occupational Therapy profession; and</li> <li>▪ Attends mandatory and non-mandatory training opportunities required by the organisation and/or recommended by the direct line manager or clinical supervisor.</li> </ul>
<p>3 Consumer / Customer Service</p>	<p>3.1 Treat all consumers 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 consumer-centred practice and community engagement principles in development and delivery of services, ensuring consumers are meaningfully involved in all aspects of their care.</p> <p>3.4 Engage with Aboriginal community/consumers in a culturally appropriate manner and show willingness to undertake further training in this manner.</p> <p>3.5 Demonstrate experience working with Aboriginal consumers.</p> <p>3.6 Demonstrate a general understanding of Aboriginal culture and a willingness to undertake further training in this area.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Supports consumers through their consumer journey by applying a recovery orientated and an occupational perspective approach to practice that is evidence based formed;</li> <li>▪ Utilises service eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs;</li> <li>▪ Advocates on behalf of consumers with a mental illness; and</li> <li>▪ Applies comprehensive knowledge of the National Mental Health Strategy, Mental Health Standards and relevant legislation.</li> </ul>
<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 and / or recommendations to assist management decision making.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk &amp; Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Maintains professional documentation and contributes to the development of consumer care plans;</li> <li>▪ Contributes to the review, development and adaptation of clinical and administrative resources to support continuing practicing Improvement (CPI) initiatives;</li> <li>▪ Participates in all auditing and evaluation (internal and external) procedures and recommendations;</li> <li>▪ Maintains appropriate statistics and records in accordance with the LHN and SA Health requirements;</li> </ul>



	<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>	<ul style="list-style-type: none"> <li>▪ Contributes to a range of health promotions programs within the LHN MH service;</li> <li>▪ Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback; and</li> <li>▪ From the Occupational Therapy professional perspective, writes clear, detailed and comprehensive reports appropriately documenting clinical opinion and recommendations.</li> </ul>
<p>5 Teamwork and Communication</p>	<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 regional LHNs; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of regional LHN 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 consumers, the community, team members, management and other stakeholders</p> <p>5.5 Work in accordance with the regional LHN's vision, mission, strategic priorities and values.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Works as a member of a multidisciplinary team and contributes towards required clinical and administrative duties as appropriate. Actively participates in regular team meetings, participate in a duty roster system for intake of referrals;</li> <li>▪ Actively participates in regional LHN MH and local staff forums as required;</li> <li>▪ Works effectively with other agencies to ensure that consumers are able to access coordinated care appropriate to their needs;</li> <li>▪ Allocates and coordinates the delivery of individual psychosocial support packages;</li> <li>▪ Participates as a member of the Occupational Therapy professional group in the local region and across regional LHN MH services; and</li> <li>▪ From the Occupational Therapy professional stream, contributes actively and constructively to consumer care planning by offering an Occupational Therapy discipline specific perspective.</li> </ul>

# POSITION DESCRIPTION

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<p>6 Continuous Improvement</p>	<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 consumer feedback on services and respond proactively to consumer complaints and feedback. As required, contribute to investigations of consumer 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>	<p>The incumbent:</p> <ul style="list-style-type: none"><li>▪ Contributes to the ongoing review, development and evaluation and implementation of high quality and effective mental health services;</li><li>▪ Contributes to the effective use of clinical resources, through optimising the balance between direct service provision to individuals and groups, preventative and health promotion activities and consultancy to external agencies;</li><li>▪ In collaboration with the direct line manager, develop reports, submissions and proposals as required; and</li><li>▪ Contributes to local quality improvement activities and accreditation.</li></ul>
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# POSITION DESCRIPTION

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# APPLICANT GUIDELINES

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP2
<b>Region</b>	Barossa Hills Fleurieu Local Health Network (LHN)	<b>Term</b>	Ongoing
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Select Local Team Select Service Type	<b>FTE</b>	1

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"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts;</li> <li>▪ Previous involvement in service development, including research and evaluation;</li> <li>▪ Change management and project management skills / experience; and</li> <li>▪ Competency in applying primary health care principles.</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role: <ul style="list-style-type: none"> <li>▪ Creativity, adaptability, resourcefulness, prioritisation and problem-solving skills.</li> </ul>
2. Personal and 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. b) Information about your leadership / management style and experience.
3. Consumer / Customer Service	a) Knowledge of and commitment to the LHN's services, priorities and strategic directions. b) Examples that demonstrate skills in community engagement, consumer-centred practice and cultural competency.
4. Administration and 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, team work 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.

# POSITION DESCRIPTION

OFFICIAL

<b>Job Title</b>	Social Worker	<b>Classification</b>	AHP2	<b>Position Number</b>	P20692
<b>Region</b>	Barossa Hills Fleurieu Local Health Network (LHN)	<b>Term</b>	Ongoing	<b>Position Created</b>	January 2016
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Inner North Community Mental Health (MH) Team	<b>FTE</b>	1	<b>Last Updated</b>	January 2023
<b>Criminal History Clearance Requirements:</b>		<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NDIS Worker Check			
<b>Immunisation Risk Category:</b>		<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) <input type="checkbox"/> Category C (minimal consumer contact)			
<p><b>Broad Purpose of the Position</b></p> <p>The Social Worker applies clinical experience, increasing clinical knowledge (generalist and/or specialist) and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the consumers of the services of the Local Health Network (LHN) Mental Health (MH) service and the local community.</p> <p>The Social Worker 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 multidisciplinary team, including health professionals and service providers from other sectors, the Social Worker utilises a combination of preventative, early intervention, therapeutic or intervention and evaluation approaches including individual and family therapeutic approaches and group programs.</p>					
<p><b>Qualifications</b></p> <p>Must hold a recognised qualification within the Social Work profession and be eligible for full membership of the Australian Association of Social Workers (AASW). Must have participated on ongoing professional development in line with AASW guidelines.</p> <p>Must be able to demonstrate AHP2 level competencies for appointment at this level.</p>					
<p><b>Handling of Official Information</b></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 consumer 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><b>White Ribbon</b></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>					

## Cultural Statement

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

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Participation in an on call after hour's roster, 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 Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- 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 through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- Will be required to participate in the organisation's Performance Review and 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.
- 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.
- Will be required to comply with the requirements of the LHN Procedure for Credentialing Allied Health and Scientific Health Professionals.
- May be required to maintain a clinical caseload or clinical supervision responsibilities, the proportion of which may be subject to change, commensurate with other management / project / education / research responsibilities.

## Key Relationships

- Reports operationally to the MH Team Leader through to the Select Position for operational and administrative matters.
- Works under the clinical supervision, advice and support of the Advanced Clinical Lead, Social Work or Clinical Senior Social Worker in accordance with the LHN's *Allied Health Clinical Supervision Framework*.
- May contribute to the supervision of less experienced Social Work professionals, para-professional staff and students, under direction from the Clinical Senior Social Worker or Advanced Clinical Lead, Social Work.
- Works within a multi-disciplinary framework, in collaboration with other health professionals, service providers and the community.
- Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary MH service, and members of the local health services.
- Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments.
- Supports and works collaboratively with less experienced members of the Social Work profession including graduates and students.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.

<ul style="list-style-type: none"> <li>▪ Must be willing to undertake mandatory Management of Actual and Potential Aggression training.</li> <li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> <li>▪ Barossa Hills Fleurieu LHN MH embraces the principles of positive psychology and aims to be a flourishing MHS that impacts meaningfully and positively on the communities it serves. To this end, Barossa Hills Fleurieu LHN MH promotes the principles of PERMA+, as described by Dr Martin Seligman- Adelaide Thinker in Residence Program, for our staff, consumers and partners.</li> </ul>		
Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to consumer 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 work load and support others in developing workload management plans, including in the allocation of team resources.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Continues to maintain and develop the core mental health skills and knowledge essential in being able to offer a quality and safe mental health service to consumers with a severe and enduring mental illness within a multidisciplinary context;</li> <li>▪ Contributes to the coordination and delivery of high quality, comprehensive and integrated Social Work services to eligible mental health consumers;</li> <li>▪ Makes a contribution, in accordance with experience, skills and knowledge, to professional leadership in the application of clinical protocols and standards within the multi-disciplinary team and health team/unit;</li> <li>▪ Applies clinical skills to a broad scope of practice, delivering services which promote self-determination and connectedness, and are appropriate to the local rural context;</li> <li>▪ Applies social work knowledge, skills and values in facilitating change and recovery with consumers and their families, supporters and communities;</li> <li>▪ Coordinates an increasingly complex mental health Social Work caseload and supports other team members in managing the demands of the service;</li> <li>▪ Evaluates and reflects on own practice and effectiveness as a practitioner within the process of the work and with professional supervisor; and</li> <li>▪ Contributes to the improvements in health outcomes by applying mental health care principles to the development and delivery of services to consumers.</li> </ul>
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 Specialists, Profession Leads and / or managers when required.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ In accordance with the LHN's Allied Health Clinical Supervision Framework, actively engages in and develops a formal clinical supervision agreement with the Clinical Senior Social Worker and Advanced Clinical Lead, Social Work;</li> </ul>



	<p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study);</li> <li>Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills;</li> <li>Utilising the support of mentors and peers;</li> <li>Actively participating in the Annual Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor; and</li> <li>May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</li> </ol> <p>2.3 May be required to provide 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 / supervised staff to gain knowledge of effective practice through research, evaluation of services and information sharing (e.g.: via professional networks and presenting papers for conferences and / or publishing).</p>	<ul style="list-style-type: none"> <li>▪ Takes responsibility for attendance, preparation of agenda and formal reporting to ensure requirements for ongoing registration and credentialing of the LHN's Allied Health Clinical Supervision Framework are met;</li> <li>▪ Actively participates within the regional LHN's Social Work Professional Network and regional LHN MH service professional development activities where these are offered;</li> <li>▪ Adopts a proactive approach to developing and maintaining contemporary knowledge and skills in the Social Work profession through participation in continuing education and staff development both within and outside the organisation;</li> <li>▪ Actively shares and seeks out knowledge relevant to mental health practice and shares knowledge from professional development workshops conferences with staff from the Social Work discipline and members of regional LHN MH service;</li> <li>▪ Contributes to the supervision of students on clinical placement within the Social Work profession;</li> <li>▪ Attends mandatory and non-mandatory training opportunities required by the organisation and/ or recommended by the direct line manager or clinical supervisor and</li> <li>▪ Develops and maintains inter and intra-professional clinical networks across South Australia and within the regional LHN MH service and SA Health;</li> </ul>
<p>3 Consumer / Customer Service</p>	<ol style="list-style-type: none"> <li>Treat all consumers with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</li> <li>Promote cultural safety by valuing and promoting the cultural needs of the community.</li> <li>Contribute to improvements in the patient-journey driven distribution of services and apply consumer-centred practice and community engagement principles in development and delivery of services, ensuring consumers are meaningfully involved in all aspects of their care.</li> <li>Engage with Aboriginal community/consumers in a culturally appropriate manner and show willingness to undertake further training in this manner.</li> <li>Demonstrate experience working with Aboriginal consumers.</li> <li>Demonstrate a general understanding of Aboriginal culture and a willingness to undertake further training in this area.</li> </ol>	<p>The incumbent supports consumers / carers / families across the consumer journey by:</p> <ul style="list-style-type: none"> <li>▪ Collaborating with consumers to set, implement and develop ways to review their own goals;</li> <li>▪ Planning and facilitating transitions between levels of service with the consumer, family / carer, community mental health team and other services;</li> <li>▪ Applies knowledge of the relevant standards, acts and guidelines to enable high standards of service that are least restrictive and consumer centred.</li> <li>▪ Working with consumers to identify areas where advocacy may be required and support or directly advocate, empowering the consumer where possible and/or acting on their behalf in their interests;</li> <li>▪ Developing clear bio-psycho-social formulations and plans and carrying through on these plans with direct work, appropriate referral and consumer and family collaboration;</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Acting to protect the rights and safety of consumers in the least restrictive manner, in balance with the rights and safety of other parties such as children of the consumer;</li> <li>▪ Collaborating, mediating, providing counselling and referral as appropriate in the development or strengthening of existing support networks, including carers and family, friends, local communities and other service providers in consultation with relevant health professionals;</li> <li>▪ Gaining and maintaining knowledge of local resources in order to ensure that the consumer has access the range of services and activities that exist in the area;</li> <li>▪ Collaborating with the team and other agencies to advocate for individual consumers and groups of consumers whose needs are not adequately met in the local area;</li> <li>▪ Working collegially with Aboriginal Cultural Support Workers to support practice that is culturally safe and aware, when required; and</li> <li>▪ Providing services that are relevant to the needs of consumers and enable them to make decisions concerning their health in culturally appropriate ways.</li> </ul>
<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 and / or recommendations to assist management decision making.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems (including Quality Risk and Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</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>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Maintains professional documentation and contributes to the development of consumer care plans;</li> <li>▪ From the Social Work professional perspective, writes clear, detailed and comprehensive reports appropriately documenting clinical opinion and recommendations.</li> <li>▪ Contributes to the review, development and adaptation of clinical and administrative resources to support continuing practice Improvement (CPI) initiatives;</li> <li>▪ Participates in all auditing and evaluation (internal and external) procedures and recommendations;</li> <li>▪ Maintain appropriate statistics and records in accordance with the LHN and SA Health requirements;</li> <li>▪ Contributes to a range of health promotions programs within MH service and</li> <li>▪ Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback.</li> </ul>
<p>5 Teamwork and Communication</p>	<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 regional LHNs, to support the</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Works as a member of the multi-disciplinary team with clinical and administrative duties;</li> </ul>

	<p>effective, efficient, equitable distribution (according to need) and evidence-based nature of regional LHN 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 consumers, the community, team members, management and other stakeholders.</p> <p>5.5 Work in accordance with the LHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> <li>▪ Actively participates in regular team meetings, and in a duty roster system for intake of referrals;</li> <li>▪ From the Social Work professional stream, contributes actively and constructively to consumer care planning by offering a discipline perspective;</li> <li>▪ Works effectively with other agencies to ensure that consumers are able to access coordinated care appropriate to their needs;</li> <li>▪ Allocates and coordinates the delivery of individual psychosocial support packages;</li> <li>▪ Participates as a member of the Social Work professional group in the local region and across regional LHN MH services; and</li> <li>▪ Actively participates in MH service wide and local staff forums as required.</li> </ul>
<p>6 Continuous Improvement</p>	<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 consumer feedback on services and respond proactively to consumer complaints and feedback. As required, contribute to investigations of consumer 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>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Contributes to the ongoing review, development and evaluation and implementation of high quality and effective mental health services;</li> <li>▪ Contributes to the effective use of clinical resources, through optimising the balance between direct service provision to individuals and groups, preventative and health promotion activities and consultancy to external agencies;</li> <li>▪ In collaboration with the Manager/Team Leader, develops reports, submissions and proposals as required; and</li> <li>▪ Contributes to local quality improvement activities and the Accreditation process.</li> </ul>

# POSITION DESCRIPTION

OFFICIAL

## 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

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

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.

## Aboriginal Health

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.

**Approved by  
Authorised Officer**

..... / /

**Accepted  
by  
Incumbent**

..... / /

# APPLICANT GUIDELINES

<b>Job Title</b>	Social Worker	<b>Classification</b>	AHP2
<b>Region</b>	Barossa Hills Fleurieu Local Health Network (LHN)	<b>Term</b>	Ongoing
<b>Area</b>	Barossa Hills Fleurieu Rural and Remote Inner North Community Mental Health (MH) Team	<b>FTE</b>	1

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; and
  - 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"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts;</li> <li>▪ Previous involvement in service development, including research and evaluation;</li> <li>▪ Change management and project management skills / experience; and</li> <li>▪ Competency in applying primary health care principles.</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role: <ul style="list-style-type: none"> <li>▪ Creativity, adaptability, resourcefulness, prioritisation and problem-solving skills.</li> </ul>
2. Personal and 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. b) Information about your leadership / management style and experience.
3. Consumer / Customer Service	a) Knowledge of and commitment to the LHN's services, priorities and strategic directions. b) Examples that demonstrate skills in community engagement, consumer-centred practice and cultural competency.
4. Administration and 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, team work 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.



## ROLE DESCRIPTION

<b>Role Title:</b>	Registered Nurse
<b>Classification Code:</b>	Registered Nurse Level 1 (RN1)
<b>LHN / HN / SAAS / DHA:</b>	Barossa Hills Fleurieu Local Health Network (LHN)
<b>Hospital / Service / Cluster</b>	Mental Health (MH)
<b>Division:</b>	Barossa Hills Fleurieu Rural and Remote
<b>Department / Section / Unit / Ward:</b>	Inner North Community Mental Health (MH) Team
<b>Role reports to:</b>	Reports operationally to the MH Team Leader through to the Select Position.  Professionally reports to the Registered Nurse at a Level 3/4 classification for clinical practice issues and standards, where the direct line manager is not a Registered Nurse.
<b>Role Created / Reviewed Date:</b>	Reviewed January 2021
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NDIS Worker Check
<b>Immunisation Risk Category</b>	<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 consumer contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Registered Nurse (RN) will contribute to the delivery of a comprehensive and integrated range of evidenced based, recovery-oriented services across the multi-disciplinary Local Health Network (LHN) Mental Health (MH) service appropriate to the needs of the consumer and the local community. The RN will consolidate knowledge and skills and develop in capability through continuous professional development and experience.

The RN contributes to the delivery of integrated clinical mental health care to consumers across community, acute and rehabilitation service settings and will utilise and develop a combination of preventative, early intervention, therapeutic and evaluative approaches, including individual and family therapeutic approaches, group programs, health promotion and community development programs.

Employees working within this level develop from novice practitioners to a proficient level of professional practice. They consolidate knowledge and skills and develop in capability through continuous professional development and experience. An employee at this level accepts accountability for his or her own standards of nursing/midwifery care and for activities delegated to others.

### Key Relationships/ Interactions:

#### Internal

- > Provides supervision of students and Enrolled Nurses.
- > Maintains cooperative and productive working relationships within all members of the health care team.

#### External

- > Maintains relationships with non-government and/or other government organisations to meet the needs of the consumer group.



**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Working with individuals where there are multiple complexities and diverse cultural backgrounds.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately.
- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.

**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 and 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:**

\*NB References to legislation, policies and procedures includes any superseding versions

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 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;
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation);
- > Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect';
- > Disability Discrimination;
- > Independent Commissioner Against Corruption Act 2012 (SA);
- > SA Information Privacy Principles;
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009 (SA), Health Care Act 2008 (SA), and the SA Health (Health Care Act) Human Resources Manual;
- > Relevant Australian Standards;
- > Duty to maintain confidentiality;
- > Smoke Free Workplace;
- > Health Practitioner Regulation National Law (SA) Act 2010;
- > Mental Health Act 2009 (SA) and Regulations;
- > Controlled Substances Act 1984 (SA) and Regulations;
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards);
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries);



## OFFICIAL

- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time;
- > SA Health / LHN's policies, procedures and standards;
- > To value and respect the needs and contributions of SA Health Aboriginal staff and consumers, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery; and
- > 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 consumer 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:

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

### Special Conditions:

- > A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- > Participation in an on call after hours roster; flexibility and some out of hours work may be required.
- > Must be willing to work a 24-hour roster over 7 days – applicable for inpatient setting only.
- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- > 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 through

## OFFICIAL

the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.

- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children 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.
- > Fulfil all SA Health and the LHN requirements to ensure registration is maintained including participation in ongoing professional development and relevant clinical supervision requirements.
- > Must be willing to undertake mandatory Management of Actual and Potential Aggression training.
- > Position duties may change based on changing requirements as determined by MH Executive planning processes.
- > 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.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, the LHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does *not* apply to existing LHN employees with continuous employment with the LHN which commenced prior to 1 October 2016.
- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Barossa Hills Fleurieu LHN MH embraces the principles of positive psychology and aims to be a flourishing MH service that impacts meaningfully and positively on the communities it serves. To this end, Barossa Hills Fleurieu LHN MH promotes the principles of PERMA+, as described by Dr Martin Seligman-Adelaide Thinker in Residence Program, for our staff, consumers and partners.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct or indirect consumer care	<ul style="list-style-type: none"> <li>&gt; Assess individual consumer needs, plan, implement and/or coordinate appropriate service delivery from a range of accepted options including other disciplines or agencies.</li> <li>&gt; Provide direct person-centred nursing care and/or individual case management to consumers on a shift by shift basis in a defined clinical area with increasing autonomy over time.</li> <li>&gt; Plan and coordinate services with other disciplines or agencies in providing individual health care needs.</li> </ul>
Support of health setting services	<ul style="list-style-type: none"> <li>&gt; Participate in quality improvement activities that contribute to consumer safety, risk minimisation and safe work activities within the practice setting.</li> <li>&gt; Provide ward/team leader/coordination as required on a shift by shift basis. (A team leader is a RN assigned responsibility for supporting staff and coordinating consumer care).</li> <li>&gt; Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.</li> </ul>
Education	<ul style="list-style-type: none"> <li>&gt; Provide health promotion and education, to consumers or groups and carers to improve the health outcomes of individual.</li> <li>&gt; Support nursing practice and learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates.</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; Participate in evaluative research activities within the practice setting.</li> <li>&gt; Use foundation theoretical knowledge and evidenced based guidelines to achieve positive consumer care outcomes.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Provide, with increasing capacity over time, support and guidance to newer or less experienced staff, Enrolled Nurses, student nurses and other workers providing basic nursing care.</li> <li>&gt; Review decisions, assessments and recommendations from less experienced Registered Nurses and Enrolled Nurses and students.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

- > Registered as a Nurse with the Nursing & Midwifery Board of Australia and holds a current practising certificate
- > Hold a qualification in mental health nursing equivalent to a Graduate Diploma in Mental Health Nursing

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

- > Competency in clinical skills appropriate to the area.
- > Demonstrated commitment to consumer and carer participation.
- > Ability to use initiative and work under limited supervision.
- > Ability to work collaboratively with consumers, carers, other agencies and community services.
- > Ability to work in a team.
- > Effective communication (verbal & written), organisation and time management skills.
- > Ability to analyse, reflect and be objective.
- > Demonstrated ability to plan, implement and evaluate mental health nursing care

#### **Experience**

- > Demonstrated competence in mental health nursing practice in accordance with the appropriate standards of practice.
- > Experience in basic computing skills.
- > Demonstrated experience and skills in the areas of assessment, planning care, evaluation of care, provision of therapeutic interventions and understanding of group processes and counselling.
- > Experience working with Aboriginal consumers.

#### **Knowledge**

- > Knowledge and understanding of the Australian Nursing and Midwifery Council (ANMC) National Competencies for the Registered and Enrolled Nurse and Midwives in Recommended Domains.
- > Knowledge and understanding of the ANMC Code of Professional Conduct for Nurses in Australia and the Commissioner for Public Sector Employment Code of Ethics for the South Australian Public Sector.
- > Knowledge and understanding of legislative responsibilities for Work Health and Safety, Workers Compensation and Rehabilitation and Equal Opportunity.
- > Knowledge of contemporary mental health nursing and health care issues.
- > Knowledge of community support services and referral processes.
- > Knowledge of National Mental Health Strategy/Policy/Plan.
- > Knowledge of National Quality Standards.
- > Knowledge of the recovery framework.
- > Knowledge of the emergency demand management principles.
- > Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- > Knowledge and understanding of relevant legislation, principles and codes of practice.
- > Knowledge of equal opportunities, cultural diversity and Work, Health and Safety policies in the Government.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

### **DESIRABLE CHARACTERISTICS**

## **Educational/Vocational Qualifications**

- > Qualifications relevant to Mental Health Nursing.

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

- > Ability to use technology and computer skills.

## **Experience**

- > Experience working with and understanding of people from varying cultural backgrounds, including Aboriginal and Torres Strait Islander people.
- > Experience working with Mental Health consumers and carers, families and associated support networks in an evidenced based, recovery-oriented framework.
- > Experience in Mental Health service settings.
- > Experience working in a rural setting.

## **Knowledge**

- > Knowledge of community and health service resources relevant to the local community.
- > Knowledge of contemporary professional nursing / mental health 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 Local Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Riverland Mallee Coorong Local Health Network, Limestone Coast 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 general practitioners and other providers.

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

Six regional LHNs oversee the rural public health system in South Australia. These LHNs provide community, rehabilitation and acute services to approximately a third of SA's population. The Vision of regional LHNs is to transform health care and actively deliver health benefits so that rural and remote South Australians live healthy lives. Within this broader context, the mission of the regional LHNs is to:

- > Support rural and remote South Australians to be healthy;

## OFFICIAL

- > Commit to partnering with individuals, communities and staff to deliver high quality, high value health care that enhances the lived experience of rural and remote South Australians and their cares and families; and
- > Commit to enhancing the satisfaction, and promoting the talent, of its workforce.

Barossa Hills Fleurieu LHN MH's mission is *"To be a flourishing mental health service that impacts meaningfully and positively on the communities it serves"*. Within this context, there are 5 key goals that support the achievement of the Directorate's vision of *"Transforming health care and actively delivering health benefit."* These are to achieve:

- > Effective, appropriate and sustainable mental health services;
- > Access to empowering and appropriate mental health services;
- > An appropriate, skilled and well supported mental health workforce;
- > Collaborative and research based mental health service planning and policy development; and
- > Strong leadership through governance, transparency and accountability.

## 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

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

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.

### Aboriginal Health

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:**





## ROLE DESCRIPTION

<b>Role Title:</b>	Associate Nurse Unit Manager
<b>Classification Code:</b>	Registered Nurse Level 2
<b>LHN / HN / SAAS / DHA:</b>	Barossa Hills Fleurieu Local Health Network (LHN)
<b>Hospital / Service / Cluster</b>	Mental Health (MH)
<b>Division:</b>	Barossa Hills Fleurieu Rural and Remote
<b>Department / Section / Unit/ Ward:</b>	Inner North Community Mental Health (MH) Team
<b>Role reports to:</b>	Reports operationally to the MH Team Leader through to the Select Position.  Professionally reports to the Registered Nurse at a Level 3/4 classification for clinical practice issues and standards, where the direct line manager is not a Registered Nurse.
<b>Role Created / Reviewed Date:</b>	Reviewed January 2023
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NDIS Worker Check
<b>Immunisation Risk Category</b>	<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 consumer contact)

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>Provide nursing services in a variety of mental health service settings which has been consolidated by experience and/or further study with staff at this level developing from competent to proficient practitioners.</p> <p>Accepts accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.</p> <p>Provide support to the Nurse Unit Manager or equivalent in the leadership of nurses in the ward/unit/service.</p> <p>Employees in this role will undertake a portfolio within which they will:</p> <ul style="list-style-type: none"> <li>&gt; Promote continuity and consistency of care in collaboration with other Associate Nurse Unit Managers and the Nurse Unit Manager or equivalent;</li> <li>&gt; Assist the Nurse Unit Manager in contributing to the delivery of a comprehensive and integrated range of evidenced based, recovery-oriented services across the multi-disciplinary Local Health Network (LHN) Mental Health (MH) service appropriate to the needs of the consumer and the local community; and</li> <li>&gt; Assist the Nurse Unit Manager or equivalent in undertaking ward/unit/service management responsibilities e.g. Performance management processes, recruitment, staffing, leave management, rostering, work allocation and attendance management; financial and supplies planning and monitoring.</li> </ul>

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### Key Relationships/ Interactions:

#### Internal

- > The Associate Nurse Unit Manager maintains a close working relationship with Clinical Nurses (Level 2) and supports the role of the Nursing Unit Manager.
- > Maintains cooperative and productive working relationships within all members of the health care team.
- > Supports and works collaboratively with less experienced members of the nursing team.

#### External

- > Maintains relationships with non-government organisations and other government organisations.

### Challenges associated with Role:

Major challenges currently associated with the role include:

- > Working with individuals where there are multiple complexities and diverse cultural backgrounds;
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately; and
- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies.

### 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 and 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:

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\*NB References to legislation, policies and procedures includes any superseding versions

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 Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements;
- > Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness;
- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014;
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation);
- > Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect';
- > Disability Discrimination;
- > Independent Commissioner Against Corruption Act 2012 (SA);
- > SA Information Privacy Principles;
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009 (SA), Health Care Act 2008 (SA), 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 consumers, 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;
- > Health Practitioner Regulation National Law (South Australia) Act 2010;
- > Mental Health Act 2009 (SA) and Regulations;
- > Controlled Substances Act 1984 (SA) and Regulations;
- > The Nursing and Midwifery Board of Australia Registration Standards (including the Guidelines and Assessment Frameworks for Registration Standards);
- > The Nursing and Midwifery Board of Australia Professional Practice Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries);
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time; and
- > SA Health / LHN's policies, procedures and standards.

### 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 consumer 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:

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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:**

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

## OFFICIAL

### Special Conditions:

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- > Participation in an on call after hours roster; flexibility and some out of hours work may be required.
- > Must be willing to work a 24-hour roster over 7 days – applicable for inpatient setting only.
- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia 2014 specific to the role.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- > 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 through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children 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.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, the LHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does *not* apply to existing LHN employees with continuous employment with the LHN which commenced prior to 1 October 2016.
- > Fulfil all SA Health and LHN's requirements to ensure registration is maintained including participation in ongoing professional development and relevant clinical supervision requirements.
- > Must be willing to undertake mandatory Management of Actual and Potential Aggression training.
- > Position duties may change based on changing requirements as determined by MH Executive planning processes.
- > Barossa Hills Fleurieu LHN MH embraces the principles of positive psychology and aims to be a flourishing MH service that impacts meaningfully and positively on the communities it serves. To this end, Barossa Hills Fleurieu LHN MH promotes the principles of PERMA, as described by Dr Martin Seligman- Adelaide Thinker in Residence Program, for our staff, consumers and partners.

**Key Result Area and OFFICIAL Responsibilities**

Key Result Areas	Major Responsibilities
Direct/indirect consumer care	<ul style="list-style-type: none"> <li>&gt; Provide proficient, person centred, clinical nursing care and/or individual case management to consumers in mental health settings.</li> <li>&gt; Monitoring consumer care plans to ensure appropriate care outcomes are achieved on a daily basis.</li> <li>&gt; Oversee the provision of nursing within a team/unit.</li> <li>&gt; Provide evidence-based health education, counselling, and/or therapeutic/rehabilitation programs to improve the health outcomes of individual consumers or groups.</li> </ul>
Support of health service systems	<ul style="list-style-type: none"> <li>&gt; Assists and supports the Nurse Unit Manager or equivalent in management, clinical, and education activities.</li> <li>&gt; Plan and coordinate services including those from other disciplines.</li> <li>&gt; Act to resolve local and/or immediate nursing care or service delivery problems.</li> <li>&gt; Support change management processes.</li> </ul>
Education	<ul style="list-style-type: none"> <li>&gt; Participate in clinical teaching, overseeing learning experience, and goal setting for students, new staff and staff with less experience.</li> <li>&gt; Assist the Nurse Unit Manager and Nurse Educators to maintain a learning culture by being a resource person, encouraging reflection and professional development, and assisting others to maintain portfolios/records of learning.</li> </ul>
Research	<ul style="list-style-type: none"> <li>&gt; Participate in clinical auditing, clinical trials and/or evaluative research.</li> <li>&gt; Integrate advanced theoretical knowledge, evidence from a range of sources and own experience to devise and achieve agreed consumer care outcomes.</li> <li>&gt; Assist the Nurse Unit Manager or equivalent to maintain and record monitoring and evaluative research activities in the ward/unit/service.</li> </ul>
Professional leadership	<ul style="list-style-type: none"> <li>&gt; Promote continuity and consistency of care in collaboration with the Nurse Unit Manager or equivalent of the ward/unit/service.</li> <li>&gt; Provide leadership in the provision of nursing care within a team/unit/service and facilitate consumer flow.</li> <li>&gt; Act as a resource person within an area based on knowledge, experience and skills.</li> </ul>

**ESSENTIAL MINIMUM REQUIREMENTS****Educational/Vocational Qualifications**

- > Registered or eligible for registration as a Nurse with the Nursing and Midwifery Board of Australia, and who holds, or who is eligible to hold, a current practicing certificate.
- > Must hold a relevant postgraduate qualification in Mental Health practice.

**Personal Abilities/Aptitudes/Skills**

- > Effective communication, problem solving, conflict resolution and negotiation skills.
- > Ability to work effectively within a multidisciplinary team.
- > Ability to prioritise workload and meet set timelines, whilst working under minimal supervision.
- > Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.
- > Commitment to meeting the needs of consumers in the mental health service.
- > Ability to engage with Aboriginal community/consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.

**Experience**

- > Registered Nurse with at least 3 years post registration experience or currently classified as a Clinical Nurse.
- > Demonstrated competence in Mental Health practice in accordance with the appropriate standards of practice.
- > Experience in management and leadership roles in a multidisciplinary team, including the leadership, supervision and direction of student nurses, enrolled nurses and less experienced registered nurses / clinicians.
- > Experience working with Aboriginal consumers.

**Knowledge**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of Quality Improvement Systems as applied to a health care setting.
- > Knowledge of contemporary professional nursing/midwifery and health care issues.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

**DESIRABLE CHARACTERISTICS****Educational/Vocational Qualifications**

- > Tertiary qualifications in nursing or human services related discipline.

**Personal Abilities/Aptitudes/Skills**

- > Ability to work within a team framework that fosters an environment that develops staff potential.
- > Skills in using computers and software relevant to the area of practice.

**Experience**

- > Experience in a range of mental health settings in rural and remote areas.
- > Experience working with Mental Health consumers and carers in an evidenced based, recovery-oriented framework.
- > Experience working with and understanding of people from varying cultural backgrounds, including Aboriginal and Torres Strait Islanders.

**Knowledge**

- > Understanding and/or knowledge of the issues faced by working and/or living within rural, remote and very remote areas.
- > Knowledge of SA Health and the LHNs' policies and procedures.
- > Knowledge of the LHN's Mental Health Model of Care.



**Organisational Overview:**

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

**Aboriginal Health**

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:**