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| **Job Title** | Occupational Therapist | **Classification** | Allied Health Professional AHP1 |  |  |
| **LHN** | Riverland Mallee Coorong Local Health Network |  |  |  |  |
| **Area** | Country Health Connect, Murray Bridge or Berri | **FTE** | 1 FTE | **Last Updated** | Feb 2024 |
| **Criminal History Clearance Requirements:**  DHS Working With Children Check (WWCC)  NDIS Worker Screening Check  NPC – Unsupervised contact with vulnerable groups | | | | | |
| **Immunisation Risk Category:**  Category A  Category B  Category C | | | | | |

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| **Broad Purpose of the Position**  Under the direct supervision of an experienced AHP2 Occupational Therapist, the Occupational Therapist will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the Occupational Therapist works as a member of a multi- professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches. This includes providing services to sectors such as paediatrics, acute, residential care, aged & community consumers as needed. |
| **Qualifications**  Must hold a recognised qualification within the Occupational Therapy profession and be eligible for practicing membership of the relevant Professional Association. For those professions requiring Registration, all requirements to obtain and maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional association accredited continuing professional development program. |
| **Handling of Official Information**  By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.  SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.  SA Health employees will not misuse information gained in their official capacity.  SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction. |
| **White Ribbon**  SA Health has a position of zero tolerance towards men’s violence against women in the workplace and the broader community.   In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour. |
| **Cultural Statement**  RMCLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture. |

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| **Special Conditions**   * A current driver’s license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required. * Flexibility and some out of hours work may be required. * It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC). * Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit. * Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups. * Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit. * NPCs must be renewed every 3 years thereafter from date of issue. * WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue. * Will be required to comply with the requirements of the RMCLHN Procedure for Credentialing Allied Health and Scientific Health Professionals * Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. * 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. | **Key Relationships**   * Receives line supervision from the Clinical Senior Occupational Therapist * Is clinically accountable to and receives clinical support and direction from the Senior Manager Occupational Therapy * Works under Clinical Supervision and direction from an appropriate senior level Occupational Therapist, in accordance with the Allied Health Clinical Support Framework. * Draws on multi-professional clinical networks for support in specialty areas of service delivery * Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community * May be required to temporarily fulfill a higher position, appropriate to the incumbent’s skills and capacity |

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| **Key Result Areas** | **Generic Requirements** | **Specific or Local Requirements** |
| 1. Technical Skills and Application | * 1. Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward   2. Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results   3. Provide straight forward clinical services, including one-on-one, group and health promotion activities   4. Manage and prioritise personal workload | * Provide a high quality clinical Occupational Therapy service to children with various conditions such as global developmental delay, autism spectrum disorder and sensory disorders and adults with varied conditions. * Incorporate comprehensive assessment and treatment, preventative care, education and early intervention strategies. * Provide services to children and adults under the NDIS * Work in 1:1 situations as well as group sessions in collaboration with the other members of the multidisciplinary team, and at times within DECD sites * Manage caseload in collaboration with a senior Occupational Therapist * Provide Occupational Therapy services as a part of a multidisciplinary team ensuring co-ordination and continuity of clinical services * Ensure a high standard of service provision to   clients with complex clinical problems by  consulting with the Occupational Therapy as appropriate. This will include providing services to other sectors such as acute, residential care & community as needed. |
| 1. Personal and Professional Development | * 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.   2. Display a commitment to continuous personal and professional development by:  1. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge 2. Applying reflective practice skills 3. Utilising the support of mentors and peers 4. Actively participating in the professional development and review (PDR) process    1. Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers    2. With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants. | * Receive clinical supervision, advice, mentorship and support from an appropriate experienced Occupational Therapist * Develop and maintain inter and intra-professional clinical networks within the region, and South Australia, actively sharing and seeking out knowledge of effective practice. * Participate in the Occupational Therapy Network * With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants * Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy. |
| 1. Client / Customer Service | * 1. Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.   2. Promote cultural safety by valuing & promoting the cultural needs of the community.   3. Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care | * Utilises service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs. |
| 1. Administration and Documentation | * 1. Comply with organisational requirements for the accurate and timely completion of documentation and statistics.   2. Contribute to the efficient and effective use of materials and resources.   3. Prepare reports which incorporate recommendations on straight forward operations.   4. Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.   5. Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role   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. | * Maintains appropriate statistics and records in accordance with RMC regional requirements. * Use the Safety Learning System (SLS) to report patient clinical risks and incidents. * Assist the Senior Occupational Therapist in the identification of needs and the planning and coordination of the Occupational Therapy service for the region. * Contribute to the effective functioning of the Occupational Therapy department by assisting in the development and implementation of agreed referral procedures, policies and guidelines for service provision. * Contribute to a high standard of service provision through participating in departmental quality assurance, continuing education and research activities. |
| 1. Teamwork and Communication | * 1. Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of RMCLHN services.   2. Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.   3. Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals   4. Communicate effectively with a range of people (both verbally and in writing)   5. Work in accordance with SA Health and RMCLHN’s vision, mission, strategic priorities and values | * Contributes constructively and actively as a member of the multi-disciplinary team. * Actively participates in team meetings, staff meetings and other relevant organisational meetings as required. |

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| 1. Continuous Improvement | * 1. Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.   2. Contribute to the ongoing monitoring, evaluation and review of services.   3. Proactively respond to client complaints and feedback.   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.   5. Complying with the Code of Ethics for Public Sector Employees. | | * Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services. |
| **Approved by Authorised Officer** | ……………………………………………. / / | **Accepted by Incumbent** | ………………………………………… / / |

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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.

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| **Key Result Area** | **Selection Criteria** |
| 1. Technical Skills and Application | 1. Your professional qualifications, professional association membership and registration status (if relevant) - *refer page 1 for minimum qualification requirements* 2. Professional experience *relevant to this role*:    * Outline scope and nature of previous professional roles    * Previous involvement in service development (may include outcome measures, research & evaluation)    * Examples of competency in applying primary health care principles 3. *Examples* of other skills, knowledge or experiences that demonstrate your suitability for the role.    * e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills |
| 1. Personal & professional development | 1. 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 *of relevance to this role.* 2. Demonstrated commitment to own professional development. |
| 1. Client / Customer Service | 1. Knowledge of RMC services, priorities and strategic directions 2. Previous experience & skills in community engagement, client-centred practice and cultural competency 3. Knowledge of requirements relating to client confidentiality and client rights. |
| 1. Administration & Documentation | 1. Highlight *relevant* skills, experience or training. Include reference to specific systems or software programs *if relevant*. |
| 1. Teamwork and Communication | 1. Outline your communication and teamwork skills, *with examples* 2. *Examples* of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors |
| 1. Continuous Improvement | 1. *Examples* of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement |