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SA Health Job Pack

Job Title	Occupational Therapist
Job Number	643636
Applications Closing Date	30/3/18
Region / Division	Central Adelaide Local Health Network
Health Service	Mental Health Services
Location	Tranmere
Classification	AHP-1
Job Status	Part-time working 22.50 hours per week and temporary up to 11/2/19
Indicative Total Remuneration*	\$66,603/\$81,572

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

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

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

Contact Details

Full name	Ava Leitner
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Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

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



JOB AND PERSON SPECIFICATION

Title Position: Occupational Therapist Classification Code: AHP1	Organisation: Department of Health & Ageing Division: Central Adelaide Local Health Network Directorate: Mental Health Directorate Area: Central Sector/Unit: Eastern Clinical Psychosocial Program
Discipline Code:	Position Number: MOO161 Position Created:
Type of Appointment: <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Other	

Job & Person Specification Approval

CE or delegate

____/____/____

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation's goals:

The Clinical Psychosocial Rehabilitation Program promotes opportunities and choices for people recovering from mental illness in a supportive and facilitative environment, consistent with recovery-oriented principles. The program actively seeks to work in collaborative partnership arrangements with a range of other services. The team works closely with other Community Mental Health Service teams, and links to other mainstream government and non-government services.

The Occupational Therapist is required to provide psychosocial groups within the program, undertake a caseload and take responsibility for delivering a range of clinical activities including psychosocial groups, goal setting and clinical reviews in consultation with consumers, along with undertaking psychosocial, discipline specific and mental health assessments.

This role may provide the opportunity for the Occupational Therapist to participate in the evaluation of clinical services and undertake appropriate education and research activities.

2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the organisation).

- Accountable to the Team Leader for operational purposes.
- Accountable to the Principal Occupational Therapist for professional practice.
- The Occupational Therapist will receive professional clinical supervision from a Senior Occupational Therapist.

- Maintains close collaborative working relationships with the multi disciplinary team.
- Builds and maintain relationships with other mental health teams and services, including primary health care to ensure integrated service delivery for people with mental illness.
- Accountable and responsible for personal safe effective professional practice within the level of skill, and the individual knowledge base relevant to professional educational background.

3. **Special Conditions.** (such as non-metropolitan location, travel requirements, etc)

- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Review and Development process.
- Initially appointed to the Eastern Clinical Psychosocial Rehabilitation Team but may be required to work within other locations.
- Will be required to work 37.5 hours per week over a 5 day roster.
- Required to be credentialed consistent with SA Health Policy.
- Some out of hours work may be required.
- Intrastate travel may be required.
- Will be required to travel between locations and work within consumers own environment within the metropolitan region.
- Must have a current driver's licence and be willing to drive.
- Support values consistent with the aims of the Region, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Appointment will be subject to a satisfactory Criminal History Check.

4. **Statement of Key Outcomes and Activities** (group into major areas of responsibility/activity and list in descending order of importance - continue on next page)

Ensure effective delivery of psychosocial groups offered in the program by:

- The development, implementation and evaluation of groups that address the identified clinical psychosocial rehabilitation needs of consumers and promoting an environment where consumers can acquire a range of social and daily living skills
- Ensuring an environment is created that promotes the involvement of consumers and carers where appropriate, in service planning, implementation, evaluation and management
- Ensuring opportunities are offered to consumers and carers to be involved with program planning and evaluation
- Consulting with relevant staff, to facilitate community development projects based on partnerships with consumers and relevant community organisations
- Building networks and developing strategies with community organisations to foster collaborative provision of clinical psychosocial rehabilitation programs that are relevant, and by addressing consumer needs and promoting community integration;
- Providing group program documentation, demonstrating aims and objectives, and by identifying needs, strategies and evaluation plans
- Ensuring development of strategies and/or materials that promote awareness of programs and communicating effectively with consumers, relevant community services as well as the clinical team.

Maintain clinical responsibilities by:

- Ensuring goal setting and development of rehabilitation plans with consumers participating in the Clinical Psychosocial Rehabilitation programs
- Ensuring management of clinical requirements of consumers participating in groups, eg management of clinical issues if they occur, providing support and oversight for program staff regarding clinical management
- Providing clinical expertise to assist the team in the management of consumers with complex needs
- Ensuring clinical records reflect client participation and progress and are kept up to date
- Managing own clinical case load which will include undertaking psychosocial assessments, mental state examinations, risk assessments, clinical reviews, working collaboratively with consumers to update their care plan and the collection of the HoNOS, LSP, K10 on a regular basis

- Maintaining statistics as required by the service
- Ensuring services are delivered in a culturally sensitive manner.

Participate in continuous quality improvement programs and activities, linked to the organisation's strategic and corporate directions and targets by:

- Maintaining accurate clinical documents
- Providing required statistical information within prescribed time frame.
- Being involved in continuous quality improvement and other relevant research and evaluation activities to evaluate intervention outcomes, and promote service development and quality improvement
- Assisting in developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program
- Participating in policy development and review
- Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.

Promote cooperation, teamwork and consumer involvement by:

- Developing and maintaining collaborative relationships within the multidisciplinary team to ensure effective care
- Participating in handovers, clinical reviews and consumer management processes
- Providing discipline specific expertise to assist in planning consumer programs
- Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and the community
- Participating in communication forums with staff, consumers, their families and carers
- Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships
- Providing honest and sensitive feedback, whilst being receptive to and encouraging constructive critical feedback
- Participating in the review of team aims, objectives and policies and contribute towards their achievement
- Participating in and providing staff development sessions.

Contribute to the achievement of professional occupational therapy expertise through the maintenance of ongoing personal professional development/continuing education by:

- Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area
- Promoting occupational therapy philosophy, principles, ethics and values in all aspects of professional practice
- Providing and modelling the delivery of recovery practice to address consumer issues
- Actively participating in professional supervision
- Reflecting critically on own professional practice
- Participating as a member of the Occupational Therapy disciplinary group

Contribute to the promotion and implementation of the General Public Sector Management Aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

Freedom of Information

Comply with the Principles of the Code of Fair Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all patient, staff and/or hospital operations information.

Acknowledged by Occupant: _____ / /

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications (include only those listed as an essential qualification for the specified classification group)

- Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of SA (up to July 2012) or Occupational Therapy Board of Australia (post July 2012).
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Personal Abilities/Aptitudes/Skills (related to the job description and expressed in a way which allows objective assessment):

- Ability to develop and facilitate a range of psychosocial groups in response to identified need.
 - Skills in psychosocial rehabilitation, recovery practice and individualised program planning.
 - Ability to undertake a comprehensive biopsychosocial assessment, including mental state and risk assessments of consumers.
 - Ability to work collaboratively with consumers, carers, other agencies and community services to deliver comprehensive service provision for consumers who have enduring and complex needs.
 - Demonstrated commitment to a philosophy of consumer participation and empowerment as well as an ability to promote this.
 - Ability to understand and work with the value systems and linguistic and cultural differences of people from diverse backgrounds.
 - Ability to work cohesively within and contribute to the development of the multi-disciplinary team.
 - Ability to effectively communicate in written and verbal form, with individuals and groups.
 - Ability to effectively and efficiently manage time and other resources.
 - Ability to critically evaluate own practice and commitment to engage in supervision and ongoing professional development.
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Experience

- Experience in community based psychosocial groups programs.
 - Experience in development and maintenance of therapeutic working relationships with clients and their carer givers.
 - Experience in collaborative development, implementation and monitoring of planned interventions for clients with complex living skill needs.
 - Successful participation in a multidisciplinary team environment
 - Experience in computing, including email and word processing.
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Knowledge

- A general knowledge of the comprehensive individualised needs of clients within the community setting
- Knowledge of the Rehabilitation and Recovery Framework
- Knowledge of group processes and models of group intervention, and contemporary approaches to rehabilitation including the Graded Skills Group Work Approach
- Awareness of issues for people with mental health problems living in the community.
- Familiarity with aspects of medication and management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- A general knowledge of relevant Acts and legislation pertaining to own profession
- Working knowledge of OH&S and Welfare policies and procedures and their application in the workplace, and EEO.
- Knowledge of quality assurance systems and mechanisms.

- General knowledge of relevant legislation including the South Australian Mental Health Act and the Guardianship and Administration Act.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (considered to be useful in carrying out the responsibilities of the position)

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment):

- Comprehensive clinical skills, including formal mental state and risk assessment.
- Evidence of advanced skills in a specialised area of mental health care.
- Skills in comprehensive program planning, monitoring and evaluation

Experience

- Experience in the development, application and evaluation of community based psychosocial programs
- Experience in working collaboratively with consumers, families and carers, and community resources.
- Successful participation in a community-based multidisciplinary team.
- Extensive experience in working with people who have mental illness.
- Experience in clinical case management model.

Knowledge

- Knowledge of community resources, formal and informal, relevant to mental health.
 - Knowledge of evaluation methodologies, accreditation and quality assurance mechanisms.
 - Knowledge and understanding of current issues pertaining to mental health service, its reforms, philosophies, procedures and guidelines.
 - Familiarity with current psychiatric diagnostic and classification system and assessment tools.
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