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SA Health Job Pack

Job Title	Crèche Worker
Job Number	656202
Applications Closing Date	25 May 2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Southern Early Childhood and Family Service
Location	OAKLANDS PARK, NOARLUNGA, ALDINGA
Classification	WHA3
Job Status	Casual
Salary	\$25.26 - \$25.56 per hour + 25% casual loading

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:

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

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

Contact Details

Full name	Sharon Worby-Hogben
Phone number	7425 8200
Email address	sharon.worby-hogben@sa.gov.au

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



Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

Role Title:	Crèche worker
Classification Code:	WHA3
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	
Division:	Intermediate Care Services
Department/Section / Unit/ Ward:	Southern Early Childhood and Family Service
Role reports to:	Operationally: Team Manager, Early Childhood and Family Service Professionally: Crèche Co-ordinator
Role Created/ Reviewed Date:	Updated 8/3/18
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

Job Specification

Primary Objective(s) of role:

The position provides high quality crèche/therapeutic support services for young children (0- preschool entry) with developmental delays who are clients of the service, and the children of parents attending courses or receiving Early Childhood and Family Services.

Within this context, the services that are provided by the crèche worker will contribute to the achievement of the goals and objectives of the SALHN Intermediate Care Implementation Plan

Direct Reports:

Internal

- Reports to the Team Manager via the Crèche Co-ordinator/Regional Crèche Services Manager

External

Key Relationships/ Interactions:

Internal

- Works collaboratively with Health Workers, Centre Co-ordinators, Group Leaders and Administration Staff to ensure effective and successful implementation of program objectives
- As a member of the multidisciplinary team, maintains cooperative and productive working relationships with all members of the health care team, students and other relevant government or non-government organisations across services and sectors
- Responsible for the care of young children and communicating needs with their families

External

-

Challenges associated with Role:

Major challenges currently associated with the role include:

- Working with children with developmental delays and at times challenging behaviours
- Working with children from often complex and vulnerable families
- Working with different disciplines

Delegations: (as defined in SALHN instruments of delegations)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- *Work Health and Safety 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.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- 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 crèche worker is employed on a casual basis and the sessions that the incumbent may be required to work vary each school term.
- The crèche worker is required to work for a minimum of 3 hours per session.

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

"Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements."

"Commitment to achieving and complying with National Safety & Quality Health Service Standards."

Key Outcomes	Associated activities
Provision of high quality crèche services for children accessing the Southern Early Childhood and Family Services	<ul style="list-style-type: none"> > Provide appropriate care and supervision for children at all times. > Utilise strategies in line with the AH team interventions when supporting children behaviour and emotions. > Support the therapeutic goals of the AH team > Set up and pack up crèche sessions > Ensure that crèche policies and procedures are followed. > Ensure that toys and equipment are cleaned, maintained and stored appropriately following crèche. > Liaise with the Crèche Co-ordinator/Regional Crèche Services Manager regarding any difficulties/ staffing issues when these arise. > Display a professional and friendly manner and maintain a high standard of service. > Attend term planning sessions and training meetings with the Crèche Co-ordinator/Regional Crèche Services Manager as required. <p>As time allows:</p> <ul style="list-style-type: none"> > Assist in the cleaning of Southern Early Childhood and Family Team equipment > Assist in the preparation of resources for therapy > Assist in group preparation e.g. room set up, food preparation
Compliance with SALHN mandatory training ,performance development and review processes	<ul style="list-style-type: none"> > Attending and being actively involved in mandatory and other relevant training sessions provided by the organisation within required timeframes. > Actively participating in the Performance Development process including Annual Performance Review, which assists in the identification of your professional and personal development requirements. > Undertaking relevant training and development activities as required.
High quality Customer Service.	<ul style="list-style-type: none"> > Acting in a professional manner at all times when dealing with clients > Positively promoting the organisation both internally and externally > Providing prompt and courteous service to all clients, colleagues, other departments and the community > Maintaining confidentiality on all issues relating to the organisation, the clients and fellow colleagues > Treating all clients with respect and equality whilst being responsive to their needs > Demonstrate a commitment to consumer participation
Continuous improvement and quality management of the crèche service	<ul style="list-style-type: none"> > Undertaking relevant training and development activities to meet the changing needs of the position and the profession. > Maintain required statistics, and the accurate documentation of interaction with clients in accordance with agency requirements. > Participating in quality management activities undertaken to meet accreditation standards > Providing advice to the Team Manager and Crèche Co-ordinator/Regional Crèche Services Manager regarding client and crèche management issues, policies, operational procedures and standards especially as they pertain crèche services

Acknowledged by Occupant: _____ Date: ____/____/____

Person Specification

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Valid First Aid Certificate
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Personal Abilities/Aptitudes/Skills

- Ability to work collaboratively in a team and contribute to management of any conflict.
 - Demonstrated ability to undertake reflective practice
 - Demonstrated ability to relate well to, work with and support children birth to preschool entry and their families from various cultures and backgrounds, often in complex vulnerable families
 - Able to communicate effectively with children, parents and staff.
 - Demonstrated skills in first aid
 - Ability to respond appropriately to unforeseen events and cope with varying demands in the Crèche setting
 - Demonstrated ability to care for and respect children, understanding the needs of babies and children in a Crèche Care setting
 - *Proven commitment to the principles and practise of:*
 - *EEO, Ethical Conduct, diversity and WHS;*
 - *Quality management and client oriented service;*
 - *Risk management.*
-

Experience

- Experience in Child Care
 - Previous experience working with vulnerable children and their families
 - Proven experience in basic computing skills, including email and word processing
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Knowledge

- Knowledge of child development
 - An understanding of child care philosophy and practices especially relating to Crèche Care
 - An understanding of the needs of vulnerable client populations
 - Understanding of Work Health and Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
 - Understanding of Work Health Safety principles and procedures
 - Understanding of Quality Management principles and procedures
 - Understanding of Delegated Safety Roles and Responsibilities
 - Awareness of National Safety and Quality Health Service Standards
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2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Be flexible, adaptive, creative, resourceful and responsive to change, aligning with key organisational priorities
- Demonstrate innovation and contribute to quality improvement activities
- Organise workloads, under limited direction in a high-demand multifaceted environment and as part of a multi-disciplinary team

Experience

- Proven experience in basic computing skills, including email and word processing
- Experience working with children with developmental delays
- Previous experience working with Aboriginal people; people; from other Culturally and Linguistically Diverse backgrounds; people with mental illness, disabilities or other vulnerable groups

Knowledge

- Awareness of the Charter of Health and Community Services rights.

Educational/Vocational Qualifications

Other details

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, socio economic, 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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre, Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

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

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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

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

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification 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: