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## SA Health Job Pack

<b>Job Title</b>	<b>Coordinator Child Protection Service (Health)</b>
<b>Job Number</b>	<b>632401</b>
<b>Applications Closing Date</b>	22 December 2017
<b>Region / Division</b>	Northern Adelaide Local Health Network
<b>Health Service</b>	Northern Adelaide Local Health Network
<b>Location</b>	Elizabeth Vale
<b>Classification</b>	AHP3
<b>Job Status</b>	Full time permanent and part time temporary for 12 months
<b>Indicative Total Remuneration*</b>	\$102,482/ \$109,204 pa (pro rata)

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

## Contact Details

<b>Full name</b>	Katherine Crossing, Director Child Protection Service, NALHN
<b>Phone number</b>	0419855843
<b>Email address</b>	kathy.crossing3@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



Government of South Australia  
SA Health

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

<b>TITLE OF POSITION:</b>	Coordinator CPS	<b>ADMINISTRATIVE UNIT:</b>	SA Health – Northern Adelaide LHN
<b>Classification:</b>	AHP3	<b>Health Unit:</b>	
<b>Classification Reviewed:</b>	28/10/2016	<b>Division:</b>	Women and Children's
		<b>Department / Section:</b>	Child Protection Service
		<b>Position No:</b>	
		<b>Position Created:</b>	28/10/2016

Job and Person Specification Approval

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### JOB SPECIFICATION

#### PREAMBLE

The implementation of the National Health Reform in 2011 saw the establishment of five Local Health Networks across SA intended to promote, maintain and restore the health of the communities they serve.

The Northern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services.

The Northern Adelaide Local Health Network (NALHN) provides a range of acute and sub acute health services for people of all ages and covers 16 Statistical Local Areas and four Local Government Areas (one of which crosses the Central Adelaide Local Health Network) and includes the following:

- Lyell McEwin Hospital
- Modbury Hospital
- Sub-Acute
- GP Plus Health Care Centres and Super Clinics
- Aboriginal Health Care Services
- Mental Health Services (including two statewide services – Forensics and Older Persons)

NALHN offers a range of primary health care services across the northern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Clinical leadership of care systems is central to the current national and state wide health reforms. NALHN care delivery is configured within clinical divisions that are patient-focused, clinically led groupings of services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

The Child Protection Service NALHN is a developing service and will provide services to the northern and north eastern areas of Adelaide. The Child Protection Service provides assessments/interventions (psychological, forensic, medical, developmental, cognitive) to infants, children and adolescents aged between 0-18 years of age, and their families, following allegations of sexual, physical or emotional abuse or neglect. In its initial phase of development the services will focus on high risk infant services and providing comprehensive health and psychosocial assessments and interventions to children under the guardianship of the minister.

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## **SUMMARY OF THE BROAD PURPOSE OF THE POSITION and its responsibilities/duties**

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The Coordinator is responsible to the Director, Child Protection Service for assisting with the coordination of clinical assessment and therapeutic interventions and other current programs and initiatives that evolve as the Child Protection Service is developed. The initial role of the Coordinator will be to develop all functions of the Child Protection service.

In consultation with the Director, management team and the Child Protection Service clinical team, the Coordinator also assists in the management of the evolution and development of new program initiatives, the Unit's teaching responsibilities and its clinical liaison with appropriate agencies.

As a highly skilled and competent clinician, the incumbent delivers quality services and provides clinical leadership within the services, providing support and supervision to less experienced staff.

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## **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)

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- Reports to the Director Child protection Service through the Clinical lead with regard to professional and clinical service issues.
- Provides a direct report for and maintains a close working relationship with other members of their discipline and of multi-disciplinary teams.
- Liaises with other health professionals, service providers and the community.
- Responsible for the training and supervision of other health professionals and students as required.

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## **HANDLING OF OFFICIAL INFORMATION**

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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.

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**SPECIAL CONDITIONS** (such as non-metropolitan location, travel requirements, frequent overtime, etc)

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- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.'
- The incumbent will be required to participate in the organisation's annual Performance Review & Development Program.
- May be required to work within other locations of the Northern Adelaide LHN.
- Out of hours work and participation in weekend on call roster may be required.
- Required to be on-call, to provide a service to coordinate urgent assessments of child abuse/neglect and crisis counselling of caregivers.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- Must hold a current SA Drivers Licence.

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**STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES** (group in to major areas of responsibility / activity and list in descending order of importance)

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- 1. Responsible, in consultation with the Director and/or Clinical lead, for the development and provision of high quality services that promote the health and wellbeing of infant, children and young people who are at risk of or have experienced abuse or neglect. by:**
  - Providing leadership, consultancy and advice to management and other health professionals on service delivery, development and practice within the services
  - Developing, reviewing and evaluating clinical protocols, policies, procedures and resources within a best practice framework within the service stream
  - Actively participating in and / or co-ordinating multi-disciplinary service team projects, quality activities, research and evaluation programs
  - Coordinating continuous quality improvement, research and / or service development activities to improve services and ensure quality patient outcomes
  - Collection and entry of required data sets, and participating in the review and evaluation of this as required
  - Management and maintenance of equipment and supplies in a cost effective manner
  - Acting as a resource in their area of expertise
- 2 Provide highly skilled clinical services including assessment of infants, children and young people and their families following allegation of abuse and neglect. This also aims to maximise functional health outcomes of inpatients and outpatients including:**
  - Providing a clinical service which includes assessments of infants, children, young people and their parents where abuse and neglect is identified as a problem. This involves forensic/evidential interviews with young children (3-7years) in consultation with SAPOL; assessments of high risk infants (0-24months); therapeutic intervention with children especially 0-5years; assessments of attachment relationships between parents and children. Coordination of the services for children in out of Home care. Assessing and implementing intervention / treatment programs that reflect best practice guidelines

- Writing reports for completed assessment whilst ensuring documentation is consistent with service policy and practice
- Maintaining and developing clinical and professional knowledge and skills
- Liaising with Paediatric and Neonatal services in a hospital setting.
- Liaising and planning with other hospital departments and agencies within the broader child protection system.
- Facilitating communication about case management.
- Actively participating in /chairing team meetings and case conferences.

**3 Contribute to the effective management of human resources within child protection service services, including:**

- Participating in the recruitment and selection of staff
- Implementing staff orientation programs, development plans and training programs
- Providing professional clinical supervision and contributing to the education activities of other health professionals within the service
- Conducting performance management of designated staff, including career planning and development

**4 Contribute to the educational and research culture of the child protection service services, including:**

- Undertaking clinical training and educational activities including the development of training resources
- Liaising with educational providers regarding educational outcomes of clinical placements
- Providing training and supervision to students on placement
- Acting as a mentor and clinical supervisor
- Participating in appropriate interdisciplinary projects, quality activities, research and evaluation programs
- Conducting education sessions for a range of staff within the hospital

**5 Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement, including:**

- Participating in, and facilitating the delivery of, collaborative team work and effective continuous learning and professional development
- Attending interagency meetings where appropriate
- Actively participating in continuous Quality Improvement activities, including the identification of performance standards and increased efficiencies
- Promoting and complying with the principles and practices of Occupational, Health, Safety and Welfare, Equal Employment Opportunity, Code of Ethics for the South Australian Public Sector, Code of Fair Information Practice, Lyell McEwin Hospital delegations of authority and provisions of other relevant legislation and regulations.

**6 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.

**7 Contributes to patient safety and quality by adhering to the Australian Charter of Health Care Rights, understanding the intent of the Australian National Safety & Quality Health Service Standards and participating in quality improvement activities as necessary.**

**8 All employees are responsible and accountable for keeping accurate, legible and complete records of their activities.**

- 9 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.

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS

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#### Essential / Vocational Qualifications

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- A Masters Degree in Clinical or Applied Psychology and registered under the provisions of the Psychological Practices Act, 1973.  
OR
  - Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.
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#### Personal Abilities / Aptitudes / Skills

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- Demonstrated high level competency and extensive knowledge in assessment and treatment techniques with a broad range of clinical skills.
  - Demonstrated high level interpersonal skills including negotiation, consultation and conflict resolution skills.
  - Demonstrated ability to establish and maintain effective networks and partnerships with a broad range of culturally diverse clients and stakeholders, including patients and their families, community services / agencies and other service providers, within a multi-disciplinary setting.
  - Demonstrated high level verbal and written communication skills including the ability to prepare concise, accurate and timely clinical reports and data.
  - Demonstrated skills and abilities in leadership; supervision of staff; flexibility; working independently and within an inter-disciplinary team; managing variable workloads and competing priorities; and adapting to changing service provision needs.
  - Demonstrated ability to perform the physical demands of the position and to utilise sound manual handling practices.
  - Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation.
  - Ability to relate with children and their parents and understand their complex needs.
  - Capacity to identify and manage the emotional demands of child protection work.
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#### Experience

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- Experience in working with infants, children and young people and their families following child abuse and neglect.
  - Demonstrated (current or recent) clinical experience in child protection assessments and other therapeutic interventions, assessments of high risk/vulnerable infants (0-24months); and attachment relationship.
  - Demonstrated experience in the effective development, implementation and evaluation of departmental policies and procedures.
  - Demonstrated experience in the use of Microsoft Office (including Word, Excel and database packages).
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#### Knowledge

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- Understanding of the South Australian Child Protection System.
- Knowledge of current models/theories related to child abuse and neglect.
- Knowledge and appreciation of the needs of Indigenous children and diverse cultural groups and their families within the child protection system.
- Understanding of the human, social and political factors which influence the child protection system.

- Knowledge of and commitment to, relevant legislation including Occupational Health Safety and Welfare, Manual Handling, Equal Opportunity, Code of Fair Information Practice and Code of Professional Conduct and Practice.
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## **DESIRABLE CHARACTERISTICS**

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### **Personal Abilities / Aptitude / Skills**

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- Demonstrated commitment to excellence and innovation in work practices.
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### **Experience**

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- Experience in undertaking research activities within an Allied Health context.
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### **Knowledge**

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- Sound knowledge of child protection theory particularly of attachment theory.
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### **Educational Vocational Qualifications**

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- Postgraduate qualification in a field relevant to service delivery.
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