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## SA Health Job Pack

Job Title	Allied Health Assistant
Job Number	625884
Applications Closing Date	25 August 2017
Region / Division	Country Health SA Local Health Network
Health Service	Ceduna Community Health Services
Location	Ceduna
Classification	OPS2
Job Status	P/T Temp
Remuneration	\$56,389 - \$61,036 (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

Full name	Kristi Shepperd
Title	A/Regional Community Health Team Leader
Phone number	86832200
Email address	<a href="mailto:kristi.shepperd@sa.gov.au">kristi.shepperd@sa.gov.au</a>

# 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. Aboriginal and Torres Strait Islander applicants are encouraged to apply.

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.



## ROLE DESCRIPTION

<b>Role Title:</b>	ALLIED HEALTH ASSISTANT
<b>Classification Code:</b>	OPS2
<b>LHN/ HN/ SAAS/ DHA:</b>	CHSALHN
<b>Hospital/ Service/ Cluster</b>	Eyre & Far North
<b>Division:</b>	Ceduna Community Health
<b>Department/Section / Unit/ Ward:</b>	Community Health
<b>Role reports to:</b>	Regional Community Health Team Leader
<b>Role Created/ Reviewed Date:</b>	November 2016
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

- > The Allied Health Assistant provides clinical support to Allied Health Professionals and other Health Professionals within a multidisciplinary team under the direction of the Regional Community Health Team Leader.
- > The Allied Health Assistant in consultation with clinicians is responsible for carrying out a variety of programs and activities related to Allied Health and other Health Professional practice.
- > The Allied Health Assistant is responsible for developing, implementing and evaluating programs in consultation with Allied Health Professionals and other Health Professionals as directed by the Regional Community Health Team Leader.

### Direct Reports:

- > Nil

### Key Relationships/ Interactions:

#### Internal

- > Reports to the Regional Community Health Team Leader.
- > Maintains cooperative and productive working relationships within all members of the health care team.
- > Works within a multidisciplinary team framework under the direction and supervision of the Regional CH Team Leader, Physiotherapist, Occupational Therapist, Speech Therapist, Dietitian, Social Worker and Podiatrist.
- > Supports and works collaboratively with less experienced members of the Community Health team.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

> Nil

**Delegations:**

> No Human Resource or Financial Delegation

**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 (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > 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.

**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:**

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

**Special Conditions:**

- > This position is located in Ceduna Health; however incumbents may be required to work from other sites within the Eyre & Far North Region.
- > 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 (DCSI).
- > 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 confirming the clearance is for the purpose of working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 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.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b><i>Contribute to client independence, health and wellbeing</i></b>	<ul style="list-style-type: none"> <li>&gt; Conducting therapy programs and/or treatment in the community, home and acute setting under the guidance of relevant discipline therapists;</li> <li>&gt; Undertaking preparation of resources for the efficient and effective running of groups and individual sessions following specific plans and programs;</li> <li>&gt; Assisting the Allied Health Professional during one to one treatment/therapy in the community, home and acute setting as required;</li> <li>&gt; Participating in client therapeutic programmes by working with clients in activity of daily living, retraining programmes, strength and balance classes.</li> <li>&gt; Implementing programs with clients and carers as directed by Allied Health Professionals or other Health Professionals;</li> <li>&gt; Arranging transport for clients with relevant identified needs;</li> <li>&gt; Reporting observations and client progress to therapists and family/carers;</li> <li>&gt; Work in collaboration with other health professionals to improve the health outcomes of individual clients or groups;</li> <li>&gt; Attending and participating in departmental and multidisciplinary meetings;</li> <li>&gt; Researching and advocating for the provision of appropriate and responsive services for clients and the community;</li> <li>&gt; Demonstrating and promoting a risk minimisation approach to practice and supporting implementation and maintenance of systems to protect patients/clients and staff;</li> <li>&gt; Ensuring Quality Improvement processes are in place to continually improve client outcomes and quality of services.</li> </ul>
<b><i>Develop, implement and evaluate primary health care activities</i></b>	<ul style="list-style-type: none"> <li>&gt; Developing, implementing and evaluating programs and activities in conjunction with Allied Health Professionals and other Health Professionals;</li> <li>&gt; Assisting in the design and format of promotional, educational and therapy resource materials;</li> <li>&gt; Conducting small groups with or under the direction of Allied Health Professionals or other Health Professionals;</li> <li>&gt; Undertaking evaluation of programs and activities;</li> <li>&gt; Participating in health promotion activities individually and as part of a team.</li> </ul>
<b><i>Ensure administrative systems are efficient and effective</i></b>	<ul style="list-style-type: none"> <li>&gt; The incumbent is responsible and accountable for adequately managing the official records he/she creates and receives according to relevant legislation, policies and procedures;</li> <li>&gt; Maintaining relevant statistical records and entering client data onto Client Information Management System (CME) in a timely manner;</li> <li>&gt; Documenting client contact in either the medical record, or other records as appropriate;</li> <li>&gt; Recording the process and outcomes of primary health care activities undertaken by the team;</li> <li>&gt; Facilitating referrals to other services;</li> <li>&gt; Ordering, maintaining, cleaning and restocking of necessary supplies</li> </ul>

	<p>and equipment;</p> <ul style="list-style-type: none"> <li>&gt; Performing general administrative duties as directed, including scheduling of appointments, filing, photocopying, record keeping, typing and management of resources and equipment.</li> </ul>
<b>Contribute to the human resource management of community health</b>	<ul style="list-style-type: none"> <li>&gt; Supporting change management processes;</li> <li>&gt; Contributing to communication processes that effectively deal with challenging behaviours and the resolution of conflicts.</li> </ul>
<b>Contribute to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education</b>	<ul style="list-style-type: none"> <li>&gt; Managing own professional development activities and portfolio, support the development of others and contribute to learning in the work area.</li> <li>&gt; Acting as a resource person within Community Health based on knowledge, experience and skills.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM**

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

#### **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.
- > Understanding of scope and limits of responsibilities, able to recognise limitations for responsibilities and seek guidance from therapists/supervisor.
- > Competency in computer based skills relevant to the role;
- > Ability to be creative, innovative and flexible when approaching issues within the healthcare setting.

#### **Experience**

- > Experience working with people with varying degrees of disability/illness.
- > Experience working with children and families.
- > Experience in working in a team environment.
- > Experience in program planning, development, implementation and evaluation.

#### **Knowledge**

- > Knowledge and understanding of relevant legislation, industrial agreements, standards, codes, ethics and competency standards.
- > Knowledge of principles of Primary Health Care and Evidence Based Practice.

### **DESIRABLE CHARACTERISTICS**

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

- > Qualifications relevant to position.
- > Senior First Aid Certificate.
- > Certificate III in Allied Health Assistance or a willingness to undertake this study as part of employment.

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

- > A demonstrated commitment to continuing education and to the development of new skills.
- > Ability to motivate individuals and groups to achieve positive health outcomes.
- > Ability to evaluate programs against Key Performance Indicators.
- > Ability to work within a team framework that fosters an environment that develops staff potential.



**Experience**

- > Experience working in a health care setting.
- > Experience working within a multi-disciplinary team.
- > Experience in group work, including community consultation, initiation and evaluation.
- > Experience in working in a community based setting.

**Knowledge**

- > Knowledge of the principles of working with clients in groups, particularly where this relates to the promotion of health, prevention of illness and the facilitation of self-management.
- > Knowledge of national and state health priorities and the current issues that significantly impact on the health of the population.
- > Knowledge of the South Australian Public Health System.



## 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 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.

### **CHSALHN, Eyre & Far North, Ceduna Community Health:**

The Ceduna Community Health Service is part of the Eyre & Far North region and is managed by the Regional Community Health Manager supported locally by the Regional Community Health Team Leaders.

## 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:

- > 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.

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:**