

# i can

...provide balanced  
care to every client



## SA Health Job Pack

Job Title	Allied Health Professional - TCP
Job Number	626646
Applications Closing Date	25 August 2017
Region / Division	Country Health SA Local Health Network
Health Service	Whyalla Community Health
Location	Whyalla
Classification (i.e. RN2)	AHP2
Job Status - (F/T, P/T, hours negotiable)	P/T Temp
Indicative Total Remuneration*	\$86,052 - \$99,495 (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	Erin Nielsen
Title	Out of Hospital Strategies Team Leader
Phone number	86488500
Email address	<a href="mailto:erin.nielsen@sa.gov.au">erin.nielsen@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.

# POSITION DESCRIPTION

<b>Job Title</b>	Physiotherapist – TCP	<b>Classification</b>	AHP2	<b>Position Number</b>	M32097.
<b>LHN</b>	Country Health SA Local Health Network (CHSALHN)	<b>Term</b>	Contract until 1/1/2018 ]	<b>Position Created</b>	Varies
<b>Area</b>	Flinders and Upper North / CHSALH/ Whyalla Community Health	<b>FTE</b>	Full time hours)	<b>Last Updated</b>	4/6/2017
<b>Criminal History Clearance Requirements:</b> <input checked="" type="checkbox"/> Child (DCSI) <input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General probity (NPC)					

## Broad Purpose of the Position

The Physiotherapist applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the local community. The Physiotherapist works under reduced clinical direction, and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-professional team, including health professionals and service providers from other sectors, the Physiotherapist utilizes a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

## Qualifications

Must hold a recognised qualification within a relevant Allied Health 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

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

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.

## Key Relationships

- Receives line supervision from Out of Hospital Strategies Team Leader
- Receives clinical supervision, advice and support from an experienced Senior Allied Health Professional – *Physiotherapist* under formal arrangement in accordance with the *CHSA Allied Health Clinical Support Framework*.

# POSITION DESCRIPTION

<ul style="list-style-type: none"><li>▪ <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).</li><li>▪ <i>Approved Aged Care Provider Positions</i> as defined under the <i>Accountability Principles 1998</i> made in pursuant to the <i>Aged Care Act 2007 (Cth)</i> must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care.</li><li>▪ <i>Prescribed Positions</i> will also require a NPC general probity clearance.</li><li>▪ Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.</li><li>▪ Will be required to comply with the requirements of the CHSALHN Procedure for Credentiaing Allied Health and Scientific Health Professionals</li></ul>		<ul style="list-style-type: none"><li>▪ May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior</li><li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community</li><li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity</li></ul>	
Key Result Areas	Generic Requirements		Specific or Local Requirements
1. Technical Skills and Application	<div>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills.</div> <div>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</div> <div>1.3 May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities.</div> <div>1.4 Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources</div>		<ul style="list-style-type: none"><li>▪ Contribute PT expertise to the development and delivery of a comprehensive, integrated continuing rehabilitation service</li><li>▪ In collaboration with the Team Leader and clinical specialist provide input into the development of the service models and clinical protocols for the Whyalla service and to inform service planning across CHSALHN</li><li>▪ Manage a complex caseload and support other team members in managing the demands of the service.</li></ul>
2. Personal and Professional Development	<div>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</div> <div>2.2 Display a commitment to continuous personal and professional development by:<div><div>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</div><div>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills</div><div>c. Utilising the support of mentors and peers</div><div>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional</div></div></div>		<ul style="list-style-type: none"><li>▪ Receive clinical direction, advice, mentorship and support from INSERT DETAIL</li><li>▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your TEAM LEADER, develop a formal Clinical Supervision arrangement with suitably skilled and experienced PROFESSIONAL. Fulfill all obligations under this agreement, and review it annually.</li><li>▪ Develop and maintain inter and intra-professional clinical networks within the FUN RURAL REGION, CHSALHN and South Australia, actively sharing and seeking out knowledge of effective practice</li><li>▪ Participate in the CHSALHN PROFESSION Network</li></ul>

# POSITION DESCRIPTION

	<p>development plan in consultation with your line manager / clinical supervisor</p> <p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff</p> <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing)</p>	<ul style="list-style-type: none"> <li>Provide clinical support to less experienced professional staff in the REGION / TEAM</li> <li>Contribute to the supervision of PROFESSION students on clinical placement]</li> </ul>
3 Client / Customer Service	<p>3.1 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.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>Specify the target group / clients in scope - may refer to service prioritization / eligibility criteria</li> <li>Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> </ul>
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<ul style="list-style-type: none"> <li>Specify any documentation or reporting requirements unique to the role</li> <li>Contribute to the review, development and adaptation of clinical and administrative resources to support Transitional Care Program</li> <li>Provide details of any specific projects in scope</li> </ul>
5 Teamwork and Communication	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across CHSALHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of CHSALHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a</p>	<ul style="list-style-type: none"> <li>Works as a member of the multi-professional Out of Hospital Strategies team, based in Flinders and Upper North Region</li> <li>Attend and Participate in all required Team and Program Meetings</li> </ul>

# POSITION DESCRIPTION

	diverse range of people including clients, the community, team members, management and other stakeholders	
	5.5 Work in accordance with SA Health and CHSALHN's vision, mission, strategic priorities and values	
6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards, and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Monitor the effectiveness of the physiotherapy TCP services through episodic review, timely reassessments and evaluation against Key Performance Indicators (KPI's)</li> <li>▪ Contribute to the ongoing review of the TCP rehabilitation service</li> <li>▪ Support the Out of Hospital Strategies Team Leader in developing reports, submissions and proposals as required</li> </ul>
Approved by Authorised Officer	..... / /	Accepted by Incumbent ..... / /

# APPLICANT GUIDELINES

Country Health SA  
Local Health Network



Government of South Australia  
SA Health

<b>Job Title</b>	Allied Health Professional- PT	<b>Classification</b>	AHP2
<b>LHN</b>	Country Health SA Local Health Network	<b>Term</b>	Contract to 1/1/2018)
<b>Area</b>	Flinders and Upper North /CHSALHN	<b>FTE</b>	Full time hours

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 type of information you may like to include.
    - You do not need to address the selection criteria individually in your written application. They 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.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts</li> <li>▪ Previous involvement in service development, including research &amp; evaluation</li> <li>▪ Change management &amp; project management skills / experience</li> <li>▪ Competency in applying primary health care principles</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> <li>▪ creativity, adaptability, resourcefulness, prioritization &amp; problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant</i> additional professional development or qualifications b) Information about your leadership / management style and experience
3. Client / Customer Service	a) Knowledge of and commitment to CHSALHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development b) Outline your communication, team work and problem solving skills, with examples
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research



# POSITION DESCRIPTION

<b>Job Title</b>	Occupational Therapist – TCP	<b>Classification</b>	AHP2	<b>Position Number</b>	M32097.
<b>LHN</b>	Country Health SA Local Health Network (CHSALHN)	<b>Term</b>	Contract until 1/1/2018 ]	<b>Position Created</b>	Varies
<b>Area</b>	Flinders and Upper North / CHSALH/ Whyalla Community Health	<b>FTE</b>	Full time hours)	<b>Last Updated</b>	4/6/2017
<b>Criminal History Clearance Requirements:</b> <input checked="" type="checkbox"/> Child (DCSI) <input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General probity (NPC)					

## Broad Purpose of the Position

The Occupational Therapist applies clinical experience, increasingly generalist and / or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of services, appropriate to the needs of the local community. The Occupational Therapist works under reduced clinical direction, and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-professional team, including health professionals and service providers from other sectors, the Occupational Therapist utilizes a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

## Qualifications

Must hold a recognised qualification within a relevant Allied Health 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

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

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.

## Key Relationships

- Receives line supervision from Out of Hospital Strategies Team Leader
- Receives clinical supervision, advice and support from an experienced Senior Allied Health Professional – *Occupational Therapist* under formal arrangement in accordance with the *CHSA Allied Health Clinical Support Framework*.



# POSITION DESCRIPTION

<ul style="list-style-type: none"> <li>▪ <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).</li> <li>▪ <i>Approved Aged Care Provider Positions</i> as defined under the <i>Accountability Principles 1998</i> made in pursuant to the <i>Aged Care Act 2007 (Cth)</i> must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care.</li> <li>▪ <i>Prescribed Positions</i> will also require a NPC general probity clearance.</li> <li>▪ Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.</li> <li>▪ Will be required to comply with the requirements of the CHSALHN Procedure for Credentiaing Allied Health and Scientific Health Professionals</li> </ul>	<ul style="list-style-type: none"> <li>▪ May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior</li> <li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community</li> <li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity</li> </ul>
---	--

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills. 1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession. 1.3 May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities. 1.4 Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources	<ul style="list-style-type: none"> <li>▪ Contribute OT expertise to the development and delivery of a comprehensive, integrated continuing rehabilitation service</li> <li>▪ In collaboration with the Team Leader and clinical specialist provide input into the development of the service models and clinical protocols for the Whyalla service and to inform service planning across CHSALHN</li> <li>▪ Manage a complex caseload and support other team members in managing the demands of the service.</li> </ul>
2. Personal and Professional Development	2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required. 2.2 Display a commitment to continuous personal and professional development by: <ul style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills</li> <li>c. Utilising the support of mentors and peers</li> <li>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional</li> </ul>	<ul style="list-style-type: none"> <li>▪ Receive clinical direction, advice, mentorship and support from Senior AHP and Team Leader</li> <li>▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your TEAM LEADER, develop a formal Clinical Supervision arrangement with suitably skilled and experienced PROFESSIONAL. Fulfill all obligations under this agreement, and review it annually.</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within the FUN RURAL REGION, CHSALHN and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>▪ Participate in the CHSALHN PROFESSION Network</li> </ul>

# POSITION DESCRIPTION

	<p>development plan in consultation with your line manager / clinical supervisor</p> <p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff</p> <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing)</p>	<ul style="list-style-type: none"> <li>Provide clinical support to less experienced professional staff in the REGION / TEAM</li> <li>Contribute to the supervision of OT students on clinical placement]</li> </ul>
3 Client / Customer Service	<p>3.1 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.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>Specify the target group / clients in scope - may refer to service prioritization / eligibility criteria</li> <li>Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> </ul>
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<ul style="list-style-type: none"> <li>Specify any documentation or reporting requirements unique to the role</li> <li>Contribute to the review, development and adaptation of clinical and administrative resources to support Transitional Care Program</li> <li>Provide details of any specific projects in scope</li> </ul>
5 Teamwork and Communication	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across CHSALHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of CHSALHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a</p>	<ul style="list-style-type: none"> <li>Works as a member of the multi-professional Out of Hospital Strategies team, based in Flinders and Upper North Region</li> <li>Attend and Participate in all required Team and Program Meetings</li> </ul>

# POSITION DESCRIPTION

	diverse range of people including clients, the community, team members, management and other stakeholders	
	5.5 Work in accordance with SA Health and CHSALHN's vision, mission, strategic priorities and values	
6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards, and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Monitor the effectiveness of the Occupational Therapy TCP services through episodic review, timely reassessments and evaluation against Key Performance Indicators (KPI's)</li> <li>▪ Contribute to the ongoing review of the TCP rehabilitation service</li> <li>▪ Support the Out of Hospital Strategies Team Leader in developing reports, submissions and proposals as required</li> </ul>
Approved by Authorised Officer	..... / /	Accepted by Incumbent ..... / /

# APPLICANT GUIDELINES

Country Health SA  
Local Health Network



Government of South Australia  
SA Health

<b>Job Title</b>	Allied Health Professional-OT	<b>Classification</b>	AHP2
<b>LHN</b>	Country Health SA Local Health Network	<b>Term</b>	Contract until 1/1/2018)
<b>Area</b>	Flinders and Upper North / CHSALHN	<b>FTE</b>	Full time Hours

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 type of information you may like to include.
    - You do not need to address the selection criteria individually in your written application. They 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.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts</li> <li>▪ Previous involvement in service development, including research &amp; evaluation</li> <li>▪ Change management &amp; project management skills / experience</li> <li>▪ Competency in applying primary health care principles</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> <li>▪ creativity, adaptability, resourcefulness, prioritization &amp; problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant</i> additional professional development or qualifications b) Information about your leadership / management style and experience
3. Client / Customer Service	a) Knowledge of and commitment to CHSALHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc.
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development b) Outline your communication, team work and problem solving skills, with examples
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research