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SA Health Job Pack

Job Title	Diversional Activities Coordinator
Job Number	619583
Applications Closing Date	30 June 2017
Region / Division	Country Health SA Local Health Network
Health Service	Hawker Memorial Hospital
Location	Hawker
Classification	OPS2
Job Status	P/T Permanent
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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Ashley Parkinson
Title	Executive Officer/Director of Nursing
Phone number	86484007
Email address	Ashley.Parkinson@health.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. 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

Role Title:	Diversional Activities Coordinator
Classification Code:	OPS 2
LHN/ HN/ SAAS/ DHA:	CHSA – FUN - Hawker
Hospital/ Service/ Cluster	
Division:	
Department/Section / Unit/ Ward:	
Role reports to:	EO/DON
Role Created/ Reviewed Date:	Feb 2017
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input checked="" type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

The Diversional Activity Co-ordinator is accountable to the Executive Officer/Director of Nursing through the Clinical Services Coordinator, for the provision of assistance with Diversional activities for Aged Care Residents. Diversional activities are those which encourage independence and maintenance of a sense of self esteem for residents by encouraging them to be involved in social and recreational events.

Direct Reports:

> Executive Officer/Director of NURsing

Key Relationships/ Interactions:

Internal

> Clinical Services Coordinator
> Registered Nurses

External

>

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Assisting in the ongoing care of Aged Care clients, including those with Dementia related disorders

Delegations:

- > Nil

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:

- > 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.
- > The position is primarily located at Hawker Memorial Hospital but the incumbent maybe required to work from other sites within the Flinders and Upper North Regional area.
- > Must be an Australian resident or hold a current working visa.
- > The incumbent will be required to enter into an Annual Performance Review and Development Plan for the achievement of specific, service or program outcomes.
- > Current driver license and willingness to drive.
- >
- > 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
Provide assistance in diversional activities for Aged Care residents by planning individual and group tasks events by:	<ul style="list-style-type: none"> • allowing residents a choice to be involved • recognising the need for individuals to be involved in new experiences • providing opportunities to relearn old skills • providing opportunities that enhance self esteem • improve the quality of life for residents <p>Developing, maintaining and evaluating an activity plan that meets the above needs</p> <p>Reporting any observed change in status of clients to the Clinical Services Coordinat or after hours to the Registered Nurse on duty at the Hawker Memorial Hospital.</p> <p>Contribute to the effective delivery of health services and programs by maintaining positive working relationships within a multi-disciplinary team.</p> <p>Ensure that personal knowledge and skills are maintained and developed by participating in a range of performance appraisals and development activities.</p> <p>></p>
To improve the health and well being of Aged Care Residents by:	<p>> Enabling residents to identify personal goals, interests and aspirations.</p> <p>> Helping residents to achieve these goals both individually and in groups by facilitating the development of ideas, plans and meaningful activities using imagination and flexibility.</p> <p>></p> <p>></p>
Contribute to the achievement of outcomes, as identified in the Hawker Memorial Hospital Business Plan by:	<ul style="list-style-type: none"> • accountable and responsible for applying the strategies identified in the organisation's Strategic Plan within departments under their direct management • actively participate in the development and implementation of the strategic directions • promote and implement inter-departmental strategic plans in order to meet the organisation's Corporate Plan and strategic direction <p>></p> <p>></p>

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Current South Australian Drivers Licence

Personal Abilities/Aptitudes/Skills:

- > Ability to develop and evaluate plans
- > Ability to communicate effectively with clients from a variety of cultural and societal backgrounds.
- > Ability to maintain confidentiality at all times.
- > Ability to work under indirect supervision.
- > Negotiation, conflict resolution and problem solving skills.
- > Demonstrated understanding of the importance of empowerment and self worth

Experience

- > Previous Paramedical Aide or equivalent experience.
- > Experience in exercising own judgment and initiative in the day to day execution of a position.
- > Experience in the use of computer packages eg. Microsoft Word, Excel.

Knowledge

- > An understanding of the effect on interpersonal relationships which result from changed health status, age or disability.
- > Good knowledge of Customer Services principles
- > A knowledge of Equal Employment legislation
- > A knowledge and understanding of Occupational Health & Safety legislation.
- > Knowledge of and commitment to Customer Service principles.
- > Knowledge of the requirements of all staff employed at Hawker Memorial Hospital relating to confidentiality.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Diversional Therapy Qualification, Tafe Certificate IV Leisure and Health or equivalent

Personal Abilities/Aptitudes/Skills:

- Capacity to work effectively as part of a multidisciplinary team.

Experience

- > Previous experience working with frail elderly or young persons with disabilities.
- >

Knowledge

- > Awareness of local community resources and service is desirable.
 - > An understanding of the ageing process and/or dementia related disorders.
-

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.

Health Network/ Division/ Department:

The Diversional Activity Co-ordinator is accountable to the Executive Officer/Director of Nursing through the Clinical Services Coordinator, for the provision of assistance with Diversional activities for Aged Care Residents. Diversional activities are those which encourage independence and maintenance of a sense of self esteem for residents by encouraging them to be involved in social and recreational events.

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: