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## SA Health Job Pack

<b>Job Title</b>	Allied Health Clinician (Occupational Therapist or Physiotherapist) - Community Based Support
<b>Job Number</b>	636493
<b>Applications Closing Date</b>	30 March 2018
<b>Region / Division</b>	Country Health SA Local Health Network
<b>Health Service</b>	South East Regional Community Health
<b>Location</b>	Mount Gambier
<b>Classification</b>	AHP2
<b>Job Status</b>	Temporary Part Time Appointment
<b>Indicative Total Remuneration*</b>	\$86,052 - \$99,495 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>	Lyn Sinel
<b>Phone number</b>	8733 4755
<b>Email address</b>	Lyn.Sinel@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.

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

# POSITION DESCRIPTION

<b>Job Title</b>	Allied Health Clinician (Occupational Therapist or Physiotherapist) - Community Based Support	<b>Classification</b>	AHP2	<b>Position Number</b>	
<b>Region</b>	Country Health SA (CHSA)	<b>Term</b>	Temporary until 30.6.2022	<b>Position Created</b>	May 2009
<b>Area</b>	South East	<b>FTE</b>	0.5FTE	<b>Last Updated</b>	15 / 07 / 2010

## Broad Purpose of the Position

The Allied Health Clinician – Community Based Support is accountable to the relevant Team Leader / Director of Community Health (depending on local structure), Country Health SA for active participation in the country wide Transition Care Program. The main components to the role are:

- Innovative provision of allied health services for Transition Care (TC)
- Supporting consistent country wide provision of quality TC
- Enhancement of skills and knowledge of country Allied Health Professionals in restorative care in line with TC Program guidelines.
- Support the development of other workers in taking a restorative approach to care planning and provision.

## Qualifications

Must hold a recognised qualification within Occupational Therapy or Physiotherapy; giving eligibility for practising membership of the relevant professional organisation; and must fulfil all requirements to achieve and maintain current Registration.

Must have a 2 year Masters with a related allied health undergraduate degree OR at least 2 years post-graduate experience AND be able to demonstrate AHP2 level competencies for appointment at this level.

## 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 Program Manager Home Support Services
- Receives clinical supervision, advice and support from the Allied Health Lead, Aged Care under formal arrangement in accordance with the *CHSA Allied Health Clinical Support Framework*.

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<ul style="list-style-type: none"> <li>This position is subject to the receipt of a cleared criminal history check through the Screening and Licensing Branch of Department of Families and Communities, in accordance with current Country Health SA Hospital Inc. procedure and every three years thereafter.</li> <li>May be responsible for supervision of less experienced professional officers, para-professional staff and students</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>Promote rehabilitation and restorative focussed care delivery within the TC Program through:               <ul style="list-style-type: none"> <li>Provision of one to one services to CHSA clients engaged in TCP / other services programs across the cluster</li> <li>Promoting the role of all relevant Allied Health Professions (AHPs) in the program</li> </ul> </li> <li>Implement, develop and review care plans to be delivered by Paramedical aids</li> <li>Promote TC and encourage health units to accept TC packages for community members</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 Specialists, Profession Leads and / or managers when required. 2.2 Display a commitment to continuous personal and professional development by: <ol style="list-style-type: none"> <li>Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study)</li> <li>Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills</li> <li>Utilising the support of mentors and peers</li> <li>Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor</li> <li>May provide professional leadership in the relevant network, including facilitating access to training for professional staff</li> </ol> 2.3 May be required to provide clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams. 2.4 Develop, share and support your peers / supervised staff 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)	<ul style="list-style-type: none"> <li>Develop and share expertise, and provide guidance and education to relevant CHSA staff (including home support workers, paramedical aides, case managers, nurses and allied health professionals, managers and administrative staff)</li> <li>Increase the confidence and expertise of CHSA staff to implement, develop and review care plans for individuals</li> <li>Receive clinical direction, advice, mentorship and support from the Allied Health Lead, Aged Care</li> <li>In collaboration with the relevant Team Leader/ Director of Community Health, develop a formal Clinical Supervision arrangement with a suitably skilled and experienced professional, fulfill all obligations under this agreement, and review it annually.</li> <li>Provide clinical support to less experienced professional staff in the Cluster</li> <li>Contribute to the supervision of students on clinical placement in CHSA</li> </ul>

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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>Support health units to identify appropriate candidates for TC and other programs.</li> <li>Improve client outcomes for all GP Plus services, in particular the TC program</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 (including Quality Risk &amp; Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</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>Maintain professional documentation and contribute to development of individual care plans</li> <li>Contribute to the review, development and adaptation of clinical and administrative resources to support TC program (which may be applied to other program areas)..</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 CHSA; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of CHSA 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 diverse range of people including clients, the community, team members, management and other stakeholders</p> <p>5.5 Work in accordance with Country Health SA's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> <li>Develop and maintain close working relationships with local case managers, Paramedical Aides and AHP staff.</li> <li>Foster teamwork and effective communication within local networks throughout the patient journey</li> <li>Active participation in the CHSA network of Community Based Allied Health Professionals</li> <li>Identify key stakeholders of the program, and market the program to them</li> </ul>
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>	<ul style="list-style-type: none"> <li>Contribute to the development of innovative and effective models of allied health professional service provision for TC and other services both at the local and country level</li> <li>Contribute to Allied Health service development by participating in service evaluation.</li> </ul>

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	<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>	
<p><b>Approved by Authorised Officer</b></p>	<p>..... / /</p>	<p><b>Accepted by Incumbent</b></p> <p>..... / /</p>

# APPLICANT GUIDELINES

<b>Job Title</b>	Allied Health Clinician (Occupational Therapist or Physiotherapist), Community Based Support	<b>Classification</b>	AHP2
<b>Region</b>	Country Health SA	<b>Term</b>	Temporary to June 30 2022
<b>Area</b>	South East	<b>FTE</b>	0.5FTE

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>▪ Outline your skills and knowledge of rehabilitation and restorative care principles and practices of community based rehabilitation in a team setting</li> <li>▪ Previous involvement in service development, including research &amp; evaluation</li> <li>▪ Change management &amp; project management skills / experience</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 c) Information about your ability to work independently
3. Client / Customer Service	a) Knowledge of and commitment to CHSA 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