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SA Health Job Pack

Job Title	Allied Health Assistant - Physiotherapy
Job Number	634307
Applications Closing Date	26 January 2018
Region / Division	Country Health SA Local Health Network
Health Service	South East Regional Community Health Service (SERCHS)
Location	Mount Gambier
Classification	OPS2
Job Status	Ongoing Part Time Appointment (19 hours p/wk)
Indicative Total Remuneration*	\$56,389 - \$61,036 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 - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Melanie Say
Phone number	8721 1320
Email address	melanie.say@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



ROLE DESCRIPTION

Role Title:	ALLIED HEALTH ASSISTANT – Physiotherapy
Classification Code:	OPS2
LHN/ HN/ SAAS/ DHA:	Country Health SA Local Health Network
Hospital/ Service/ Cluster	South East Health Service (SEHS)
Division:	South East Regional Community Health Service (SERCHS)
Department/Section / Unit/ Ward:	Physiotherapy
Role reports to:	Clinical Senior Physiotherapist
Role Created/ Reviewed Date:	05/12/2017
Criminal History Clearance Requirements:	<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 - Physiotherapy works under the delegation, monitoring and supervision of allied health professionals in the South East Regional Community Health Service (SERCHS) Physiotherapy Department. The Allied Health Assistant - Physiotherapy assists in the planning, preparation and provision of physiotherapy services to clients of the SERCHS, the Mount Gambier & Districts Health Service and to the community. The outcome of these services is to ensure clients recovery from illness, surgery or dysfunction, and return to their optimum level of functioning as soon as possible.

Direct Reports:

> Nil

Key Relationships/ Interactions:

Internal

- > Is responsible to the Clinical Senior Physiotherapist
- > May work under direction of any Physiotherapist within the team
- > Works closely with other Allied Health Assistants within the Physiotherapy team.
- > Works and maintains close working relationships with Community Health and Hospital staff, volunteers and other Allied Health professionals

External

- > Liaises with family members, carers, and other service provider agencies as required.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > A busy workload and competing demands requiring the ability to organise and prioritise workload and time.
- > Diverse activities and multiple staff within the team who may request or require time and services.
- > Maintaining professional boundaries when responding appropriately to client needs

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:

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

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, Health Care Act, 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.

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.
- > 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.
- > The position is primarily located at the SERCHS Wehl Street North, Mount Gambier site.
- > The incumbent may be required to travel to other SEHS sites and may also attend meetings/training in other locations such as Adelaide.
- > A current driver's licence and a willingness to drive is essential.
- > Some out of hours work may be required, and some weekend work.
- > Some intrastate/interstate travel involving overnight absences may be required.
- > Must be an Australian resident or hold a current working visa.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Support the achievement and maintenance of client independence, health and wellness to a level that is optimal for each individual	<ul style="list-style-type: none"> > Manual handling of clients either with or for the Physiotherapist before, during or following treatment. > Supervising patient exercise programs and group exercise > Organising walking aids for clients. > Assisting in splint making/application. > Supervising clients receiving electromedical treatments. > Applying equipment when directed i.e. physiotherapy, CPM, hot or cold packs. > Assisting in transport of clients. > Providing/supervising post-natal education. > Undertaking preparation of resources and items for the efficient and effective running of groups and individual sessions following specific plans and programs. > Reporting observations and client progress to therapists and family/ carers. > Implementing programs with clients and carers as designed by professionals and with ongoing supervision.
Contribute to the smooth and efficient functioning of the Physiotherapy Department	<ul style="list-style-type: none"> > Performing departmental administration/clerical duties as required, including maintenance of client attendance records, collating statistics, filing, checking and ordering of stores. > Maintaining departmental equipment in a clean and serviceable condition to ensure it is available for use when required. > Participating in Health Promotion activities of the Service. > Complying with organisational and departmental policies, procedures, directives and protocols. > Comply with mandatory training requirements.
Contribute to service improvement	<ul style="list-style-type: none"> • Participating in appropriate continuing education and training activities. • Promoting primary health care principles within the community. • Improving the health of the community by contributing to health promotion and primary health initiatives and programs.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Nil

Personal Abilities/Aptitudes/Skills:

- > Proven ability to respond sensitively to the needs of clients, their families and/or carers.
- > Demonstrated ability to communicate effectively, both verbally and in writing, with people of various cultures and backgrounds.
- > Demonstrated ability to work collaboratively within a multidisciplinary team setting, liaising with professionals from a range of disciplines and with members of the public.
- > Proven ability to plan and work with limited, indirect supervision within the confines of the scope and level of the position.
- > Proven ability to manage confidential client information.

Experience

- > Demonstrated experience in working with clients who are acutely ill, in pain or disabled
- > Demonstrated experience in the principles of manual handling within the OHS&W guidelines
- > Demonstrated basic experience in day to day administration tasks, including the use of computers for basic data entry and the production of simple documents.

Knowledge

- > Sound knowledge of infection control procedures and approaches to cleaning of facilities and equipment.
- > Sound knowledge of the principles of primary health care.
- > Sound knowledge of the techniques that may be used to promote independence, good health and an optimal level of wellness in a home or community based setting with a particular emphasis on the needs of older people.
- >

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > A tertiary qualification in any field relevant to the duties of this position.
- > The successful completion of short courses that develop skills relevant to this position.
- >

Personal Abilities/Aptitudes/Skills:

- > Demonstrated ability to adapt to new work practices in response to the needs of clients or programs.
- > A demonstrated commitment to continuing education and to the development of new skills.

Experience

- > Experience in conducting exercise programs
- > Experience in an allied health service or in working with older people or people who have a disability.
- > Demonstrated experience in working with groups.
- > Experience in specific physiotherapy assistant duties such as measuring for walking aids, splint application, hot/ cold packs, etc.

Knowledge

- > Knowledge of equipment used in physiotherapy and the safe practices associated with this equipment
- > Knowledge of health promotion practices and quality assurance practices
- > Knowledge of rehabilitation and restorative care principles.
- > A basic knowledge of the principles of working with clients in groups.

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 South East Regional Community Health Service is no exception to the SA Health challenges and with the high rate of change from an organisational perspective endeavours to provide the best outcomes for patients and the community.

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: