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## SA Health Job Pack

<b>Job Title</b>	Occupational Therapist - Casual Pool
<b>Job Number</b>	609275
<b>Applications Closing Date</b>	31 December 2018
<b>Region / Division</b>	Southern Adelaide Local Health Network
<b>Health Service</b>	Allied Health
<b>Location</b>	Bedford Park
<b>Classification</b>	AHP1
<b>Job Status</b>	Casual / Term Contract (up to 31 December 2018)
<b>Salary</b>	AHP1: \$29.93-\$36.74 per hour + 25% Casual Loading

## 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

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# 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



## Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>TITLE OF POSITION:</b> Occupational Therapist - Rotational	<b>ADMINISTRATIVE UNIT:</b> SA Health – Southern Adelaide LHN
<b>Classification:</b> AHP1	<b>Health Unit:</b>
<b>Classification Reviewed:</b>	<b>Division:</b> Allied Health
	<b>Department / Section:</b> Occupational Therapy
	<b>Position No:</b>
	<b>Position Created:</b>

Job and Person Specification Approval

\_\_\_\_\_  
CEO or Delegate

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### JOB SPECIFICATION

#### PREAMBLE

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provide high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and subacute health services for people of all ages, and has three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General Hospital.

Population and Primary Health Care delivers a range of primary health care services across the southern metropolitan area of Adelaide, with a focus on providing preventive and health promoting programs in the community, and transition and hospital substitution and avoidance programs targeted at chronic disease and frail aged.

Southern Mental Health provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

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## SUMMARY OF THE BROAD PURPOSE OF THE POSITION

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The Occupational Therapist - Rotational (AHP1) is accountable to the Manager (Occupational Therapy) for the provision assessment and treatment services for adult inpatients and outpatients of the SALHN, which aims to optimise health outcomes. The incumbent will rotate through a series of clinical services.

The Occupational Therapist (AHP1) will work within the scope of practice, as defined in the work level definition documented in the South Australian Public Sector Wages Parity Enterprise Agreement: Salaries 2012.

The Occupational Therapist applies clinical experience, clinical knowledge and professional competence to plan, implement and evaluate comprehensive and integrated services to the needs of SALHN clients. The Occupational Therapist (AHP1) works under direct clinical supervision and may provide support to allied health assistants and students.

The Occupational Therapist works collaboratively with the Allied Health multi-disciplinary team and liaises directly with medical, nursing staff of the SALHN and with other community agencies.

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## REPORTING / WORKING RELATIONSHIPS

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- The incumbent is responsible to the Manager of Occupational Therapy through the Senior Clinician to whom they directly report.
- The Occupational Therapist works collaboratively with Allied Health multi-disciplinary team and liaises with providers of SALHN and other community agencies

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## SPECIAL CONDITIONS

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- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Development process.
- May be required to work within other locations of the Southern Adelaide LHN.
- Some out of hours work may be required.
- Current South Australian drivers licence and a willingness to drive a government vehicle is essential.
- Support values consistent with the aims of SA Health and the LHN, including honesty, respect and integrity.
- May be required to undertake a health assessment prior to commencement.
- Appointment may be subject to a satisfactory Criminal History Report.
- Comply with the Principles of the Code of Fair Information Practice, adopted by the Department of Health, which regulate the collection, use, disclosure, storage and transfer of all personal patient/client information within the Department and throughout its funded service providers.
- SA Health is smoke free.

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## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

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### **Ensure the provision of high quality Occupational Therapy services that maximises patient health outcomes by:**

- Using a competent level of professional knowledge and skill to provide assessment, interpret findings and plan and implement intervention in collaboration with patients, carers and other health professionals
- Seeking guidance and supervision from experienced staff when more complex problem solving, professional decision making and practice skills are required
- Ensuring documentation is consistent with service policy and practice
- Undertaking comprehensive discharge planning in conjunction with other team members
- Maintaining and developing clinical and professional knowledge and skills

**Provide effective coordinated Inter-Disciplinary care by:**

- Working collaboratively with members of other disciplines within the Southern Adelaide Local Health Network
- Participating actively in multidisciplinary service teams and projects

**Maintain and develop clinical and professional skills by**

- Participating in departmental and hospital professional development programs
- Contributing to departmental administration through staff meetings
- Contributing to the development of departmental procedures and policies
- Participating in quality improvement activities, research and performance enhancement

**Participate in the development of a high quality Occupational Therapy department by:**

- Participation in departmental meetings.
- Participation in the development of resources and new information.
- Participation in research and evaluation of the Occupational Therapy service
- Undertaking data input, and participating in reviewing and evaluating data produced by clinical information management system (CME)

**Provision of training and supervision of clinical Occupational therapy students by:**

- Providing support to undergraduate students and to work experience students
- Providing a role model, by demonstrating professional behaviour, and clinical reasoning.

**Contribute to the delivery and management of efficient work practices and a culture of continued quality improvement, including:**

- Participating in, and facilitating the delivery of, collaborative team work and effective continuous learning and professional development
- Actively participating in continuous Quality Improvement activities, including the identification of performance standards and increased efficiencies
- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including OHS&W requirements

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **PERSON SPECIFICATION**

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### **ESSENTIAL MINIMUM REQUIREMENTS**

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

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Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia

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

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- Demonstrated competency and knowledge in Occupational Therapy assessment and treatment techniques.
  - Demonstrated commitment to improve personal and professional skills through self-directed learning and evaluation in line with SALHN objectives
  - Demonstrated ability to communicate effectively both verbally and written
  - Demonstrated time management skills to effectively manage a caseload
  - Demonstrated commitment and ability to work effectively in inter-disciplinary teams
  - Demonstrated ability to undertake the physical demands of the job
  - Proven commitment to the principles and practise of:
    - EEO, Ethical Conduct, diversity and OHS&W;
    - Quality management and client oriented service;
    - Risk management
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#### **Experience**

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- Demonstrated competency in the clinical management and treatment of a broad range of conditions.
  - Demonstrated experience in the use of Microsoft Office (including Word and Excel) and database packages
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#### **Knowledge**

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- Demonstrated broad knowledge of Occupational Therapy professional standards
- Knowledge of continuous quality improvement principles and methods
- Understanding of Occupational Health, Safety & Welfare principles and procedures
- Understanding of Quality Management principles and procedures

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## **DESIRABLE CHARACTERISTICS**

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

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- Demonstrated commitment to excellence and innovation in work practices.
  - Demonstrated flexibility and ability to adapt to changing service provision needs
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### **Experience**

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- Proven experience in basic computing skills, including email and word processing
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### **Knowledge**

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### **Educational / Vocational Qualifications**

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### **Other details**

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