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## SA Health Job Pack

Job Title	Occupational Therapist
Eligibility	Open to Everyone
Job Number	875648
Applications Closing Date	17 October 2024
Region / Division	Flinders and Upper North Local Health Network
Health Service	Port Augusta Hospital and Regional Health Services
Location	Port Augusta
Classification	AHP1
Job Status	Ongoing Full Time
Salary	\$68,478 - \$83,594 p.a

## Contact Details

Full name	Dan Johnson
Phone number	0407 611 623
Email address	daniel.johnson@sa.gov.au

## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - 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.

# Immunisation

## ***Risk Category A (direct contact with blood or body substances)***

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

## 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

# POSITION DESCRIPTION

<b>Job Title</b>	Regional Occupational Therapist	<b>Classification</b>	AHP1	<b>Position Number</b>	P23175
<b>LHN</b>	Flinders and Upper North Local Health Network (FUNLHN)	<b>Term</b>	Temporary	<b>Position Created</b>	
<b>Area</b>	Port Augusta Hospital and Regional Health Services	<b>FTE</b>	Full Time – 1.0FTE	<b>Last Updated</b>	23/06/2022
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/>	Working With Children Check (WWCC) (DHS)			
	<input checked="" type="checkbox"/>	NDIS (NDIS) Worker Screening Check (DHS)			
	<input checked="" type="checkbox"/>	Unsupervised contact with vulnerable groups (NPC)			
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/>	Category A (direct contact with blood or body substances)			
	<input type="checkbox"/>	Category B (indirect contact with blood or body substances)			
	<input type="checkbox"/>	Category C (minimal patient contact)			

## Broad Purpose of the Position

Under the direct supervision of the Regional Senior Occupational Therapist, the AHP1 Occupational Therapist will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the AHP1 Occupational Therapist works as a member of a multi-professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

## Qualifications

Must hold a recognised qualification within the relevant allied health profession, and be eligible for full membership of the relevant allied health Professional Association. For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional associations' accredited continuous 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.

## 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.

## White Ribbon

# POSITION DESCRIPTION

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

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

## Partnering with Consumers

The Flinders and Upper North Local Health Network is committed to involving consumers, communities and carers in the planning, design and evaluation of our health services. We do this through (but not limited to) Flinders and Upper North Local Health Network Board Consumer and Community Engagement Committee, Health Advisory Councils, Community Network Register and with consumer representation on operational committees. Furthermore, advocacy and advice is sought as appropriate from specialist support group Experts by Experience and representatives for mental health, aged care, child and youth care, disability and other groups.

## 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.
- 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 National Police Certificate (NPC).
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- 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 unsupervised contact with vulnerable groups.
- Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- WWCCs must be renewed every 5 years thereafter from date of issue.
- Will be required to comply with the requirements of the SA Health Procedure for Credentialing Allied Health and Scientific Health Professionals

## Key Relationships

- Receives line supervision from Clinical Services Team Leader
- Works under Clinical Supervision and direction from AHP2 and/ or AHP3 Occupational Therapists in accordance with the *SA Health Allied Health Clinical Support Framework*.
- Draws on multi-professional clinical networks for support in specialty areas of service delivery
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

# POSITION DESCRIPTION

<ul style="list-style-type: none"> <li>Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> </ul>		
Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<ol style="list-style-type: none"> <li>1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward</li> <li>1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results</li> <li>1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities</li> <li>1.4 Manage and prioritise personal workload</li> </ol>	<ul style="list-style-type: none"> <li>Provide a broad range of Occupational Therapy services in various settings across the Rural region, including acute, residential care and community.</li> <li>Provide individual, group and population health services targeting at risk and priority clients and groups within the community, in accordance with service eligibility and prioritisation criteria.</li> </ul>
2. Personal and Professional Development	<ol style="list-style-type: none"> <li>2.1 Operate under direct supervision (which will decrease as experience increases), and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required.</li> <li>2.2 Display a commitment to continuous personal and professional development by:               <ol 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 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</li> </ol> </li> <li>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</li> <li>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants.</li> </ol>	<ul style="list-style-type: none"> <li>Receive clinical supervision, advice and support from more senior Occupational Therapists</li> <li>Develop and maintain inter and intra-professional clinical networks within the cluster, CHSALHN and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>Actively participate in relevant Occupational Therapy Professional Networks</li> <li>With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants</li> <li>Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy.</li> </ul>
3. Client / Customer Service	<ol style="list-style-type: none"> <li>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.</li> <li>3.2 Promote cultural safety by valuing &amp; promoting the cultural needs of the community.</li> <li>3.3 Apply client-centered practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care</li> </ol>	<ul style="list-style-type: none"> <li>Utilises service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs.</li> </ul>
4. Administration and Documentation	<ol style="list-style-type: none"> <li>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</li> <li>4.2 Contribute to the efficient and effective use of materials and resources.</li> <li>4.3 Prepare reports which incorporate recommendations on straight forward operations.</li> <li>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</li> </ol>	<ul style="list-style-type: none"> <li>Maintains appropriate statistics and records in accordance with CHSALHN and regional requirements</li> <li>Contributes to a range of health promotion programs within the Rural region.</li> </ul>

# POSITION DESCRIPTION



	<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 undertake projects or assignments of limited scope and complexity, or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> <li>▪ Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback</li> </ul>
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of FUNLHN 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, develop effective working relationships and contribute constructively to achieving team goals</p> <p>5.4 Communicate effectively with a range of people (both verbally and in writing)</p> <p>5.5 Work in accordance with SA Health and FUNLHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> <li>▪ Contributes constructively and actively as a member of the multi-disciplinary team</li> <li>▪ Actively participates in Team meetings, Rural region Staff Meetings and other relevant organisational meetings as required.</li> </ul>
6 Continuous Improvement	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.</p> <p>6.2 Contribute to the ongoing monitoring, evaluation and review of services.</p> <p>6.3 Proactively respond to client complaints and feedback.</p> <p>6.4 Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis and the development of recommendations on basic operations.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<p>Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services in the Rural region</p>

## 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, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke and Northern 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:

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Community & Allied Health Division, Flinders and Upper North Region Local Health Network.

The role of the AHP1 Occupational Therapist is to contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community in the Flinders and Upper North Region, under the guidance of the Regional Senior Occupational Therapist

### Partnering with Consumers

The Flinders and Upper North Local Health Network is committed to involving consumers, communities and carers in the planning, design and evaluation of our health services. We do this through (but not limited to) Flinders and Upper North Local Health Network Board Consumer and Community Engagement Committee, Health Advisory Councils, Community Network Register and with consumer representation on operational committees. Furthermore, advocacy and advice is sought as appropriate from specialist support group Experts by Experience and representatives for mental health, aged care, child and youth care, disability and other groups.



## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

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:**



<b>Job Title</b>	Regional Occupational Therapist	<b>Classification</b>	AHP1
<b>LHN</b>	Flinders & Upper North Local Health Network	<b>Term</b>	Temporary
<b>Area</b>	Port Augusta Hospital and Regional Health Services	<b>FTE</b>	Fulltime – 1.0FTE

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

<b>Key Result Area</b>	<b>Selection Criteria</b> <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements</i> b) Professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles</li> <li>▪ Previous involvement in service development (may include outcome measures, research &amp; evaluation)</li> <li>▪ Project management skills or knowledge of project management principles</li> <li>▪ Examples of competency in applying primary health care principles</li> </ul> c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> <li>▪ e.g.: creativity, resourcefulness, flexibility, adaptability, 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. May include reference to training or additional qualifications <i>of relevance to this role</i> . b) Any experience in leadership and management - work or non-work roles
3. Client / Customer Service	a) Knowledge of SA Health services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Outline your communication and team work skills, <i>with examples</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement