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SA Health Job Pack

Job Title	Occupational Therapist
Eligibility	Open to Everyone
Job Number	876366
Applications Closing Date	24 September 2024
Region / Division	Eyre and Far North Local Health Network
Health Service	Community & Allied Health
Location	Port Lincoln
Classification	AHP1/AHP2
Job Status	Ongoing Full Time (more than one position available)
Salary	AHP1: \$68,478 - \$83,594 p.a AHP2: \$88,255 - \$102,240 p.a

Contact Details

Full name	Caitlin Parker
Position	Allied Health Program Manager – Child Health
Phone number	7669 1063
Email address	Caitlin.parker@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 - 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



Job Title	Occupational Therapist	Classification	AHP1	Position Number	P23416
LHN	Eyre and Far North Local Health Network	Term	As per contract	Position Created	22/6/2019
Area	Community & Allied Health	FTE	As per contract	Last Updated	5/8/2024
Criminal History Screening Requirements					
<input checked="" type="checkbox"/> NPC - Unsupervised Contact with Vulnerable Groups <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Check					
Immunisation Risk Category:					
<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

With clinical support from the Senior Occupational Therapist, the Occupational Therapist is responsible to the Regional Community Health Team Leader for contributing to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the Occupational Therapist works as a member of a multi-disciplinary team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment and evaluation approaches.

The incumbent is able to reside in any of the following communities: Port Lincoln, Elliston, Streaky Bay, Ceduna, Coober Pedy, Wudinna, Cleve, Cowell, Kimba, Tumby Bay or Cummins. The incumbent will be required to provide a regional service to more than one community within the Eyre & Far North Region including those listed above on a regular and rostered schedule.

Qualifications

Must hold a recognised qualification within Occupational Therapy and meet all requirements to maintain current registration with AHPRA.

Confidentiality and 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.

POSITION DESCRIPTION

Cultural Statement

The Eyre and Far North Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Eyre and Far North Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

Resilience

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SA Health values and strategic directions.

General Requirements

*NB References to legislation, policies and procedures includes any superseding versions

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 Act 2012 (SA) - maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / EFNLHN policies, procedures, guidelines and standards.

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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 Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- *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 Australia Police confirming the clearance is for the purpose of working in Aged Care.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 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.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- The incumbent will be required to comply with the requirements of the EFNLHN Procedure for Credentialing Allied Health and Scientific Health Professionals.

Key Relationships

- Receives line supervision from Allied Health Program Manager.
- Works under Clinical Supervision and direction from [the AHP2 Occupational Therapist], in accordance with the Allied Health Clinical Governance Framework for SA Health Regional Local Health Networks.
- [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



Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>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.</p> <p>1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results.</p> <p>1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities.</p> <p>1.4 Manage and prioritise personal workload.</p>	<ul style="list-style-type: none"> ▪ Provide a broad range of occupational therapy services in various settings across the region, including individual, group and population health initiatives ▪ Apply Primary Health Care and Community Development Principles to the planning and delivery of services ▪ Provide occupational therapy services in clinical areas including but not limited to: inpatients, outpatients, paediatric and aged care clients
2. Personal and Professional Development	<p>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.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge; b. Applying reflective practice skills; c. Utilising the support of mentors and peers; d. Actively participating in the professional development and review (PDR) process. <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers.</p> <p>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.</p>	<ul style="list-style-type: none"> ▪ Receive clinical advice, mentorship and support from local AHP2 Occupational Therapist ▪ Receive regular clinical support, and direction from the AHP3 Clinical Senior Occupational Therapist, under formal arrangement in accordance with the CHSALHN Allied Health Professional Clinical Support Policy ▪ Develop and maintain inter and intra-professional clinical networks within the EFNLHN and South Australia, actively sharing and seeking out knowledge of effective practice ▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants ▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy.
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 & promoting the cultural needs of the community.</p>	<ul style="list-style-type: none"> ▪ Support consumers through the patient journey, providing effective assessment, timely referrals, accurate information, coordinated care and prompt follow up ▪ Utilise service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs

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	3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care.	
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 which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</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 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"> ▪ Maintains appropriate statistics and records in accordance with EFNLHN and region requirements; ▪ Contributes to a range of health promotion programs within the region; ▪ Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of EFNLHN 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 EFNLHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> ▪ Contribute constructively and actively as a member of the multi-disciplinary team ▪ Actively participate in Team meetings and activities ▪ Actively participate in region-wide and local site staff forums as required
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,</p>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services in the Eyre & Far North Region ▪ Contribute to local quality improvement activities and the Accreditation process

POSITION DESCRIPTION

analysis and the development of recommendations on basic operations.

6.5 Comply with the *Code of Ethics for South Australian Public Sector Employees*.

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 Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, 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 Goals and Strategies:

The achievement of key SA Health goals, directions and strategies are articulated within the following:

- > South Australian Health and Wellbeing Strategy 2020-2025
- > State Public Health Plan 2019-2024
- > SA Health Strategic Clinical Services Plan 2021-2031
- > SA Mental Health Services Plan 2020-2025
- > SA Health Clinical Services Capability Framework

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Eyre and Far North Local Health Network:

Our Local Health Network (LHN) is responsible for the planning and delivery of hospital and health services over 337,626 square kilometres, taking in the Eyre Peninsula, western part of South Australia and north of Coober Pedy. It supports approximately 40,000 people.

Services provided within the Eyre and Far North region include accident and emergency, day and inpatient surgery, Aboriginal health, mental health, obstetric services, chemotherapy, renal dialysis, community and allied health, and aged care and disability services.

We have Health facilities located within Port Lincoln, Tumby Bay, Cummins, Lock, Elliston, Streaky Bay, Wudinna, Kimba, Cleve, Cowell, Ceduna and Coober Pedy.

The health units within the Eyre and Far North LHN have dedicated and experienced staff who strive to meet the needs of the community by providing the highest level of health care.

EFNLHN Values

The values of EFNLHN are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

Accountability	Connected	Respect	Caring
✓ We value taking responsibility for all that we do	✓ We value being part of our local community and our LHN community	✓ We value every individual and their uniqueness	✓ We value providing compassionate care to those who need it
✓ We value acting with integrity when striving to achieve our goals	✓ We value listening and collaborating with others	✓ We value being considerate and kind to ourselves and others	✓ We value putting our consumers at the centre of everything we do
✓ We value following through on what we say we will do	✓ We value two-way communication	✓ We value the diversity of our communities and the people in them	✓ We value taking the time to understand our consumers and their needs

Code of Ethics

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.

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.

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Aboriginal 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.

Approved by Authorised Officer / /	Accepted by Incumbent / /
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APPLICANT GUIDELINES



Job Title	Occupational Therapist	Classification	AHP1
LHN	Eyre and Far North Local Health Network	Term	As per contract
Area	Eyre & Far North	FTE	As per contract

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 six 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.

Key Result Area	Selection Criteria <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"> ▪ Outline scope and nature of previous professional roles; ▪ Previous involvement in service development (may include outcome measures, research & evaluation); ▪ Project management skills or knowledge of project management principles; ▪ Examples of competency in applying primary health care principles c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role [e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills.]
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 Regional LHN or EFNLHN 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.

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OFFICIAL

Eyre & Far North
Local Health Network



Job Title	Restorative Care Occupational Therapist	Classification	AHP2	Position Number	P23424
LHN	Eyre and Far North Local Health Network (EFNLHN)	Term	As per contract	Position Created	22/06/2019
Area	Eyre & Far North Country Health Connect	FTE	As per contract	Last Updated	March 2024
Criminal History Clearance Requirements: <input checked="" type="checkbox"/> DHS Working with Children Check (WWCC) <input checked="" type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups					
Immunisation Risk Category: Category A (direct contact with blood or body substance)					

Broad Purpose of the Position

The Restorative Care Occupational Therapist applies clinical experience, increasingly generalist and/or specialist clinical knowledge and professional competence to plan, implement and evaluate a comprehensive and integrated range of restorative and reablement services, appropriate to the needs of the local rural / remote community. The Restorative Care Occupational Therapist works under reduced clinical direction, and may contribute to the clinical supervision of less experienced allied health professionals, allied health assistants and students. As a member of a multi-disciplinary team, including health professionals and service providers from other sectors, the Restorative Care Occupational Therapist utilises a combination of preventative, early intervention, treatment/therapy and evaluation approaches including individual therapy, group programs, health promotion and community development projects.

The incumbent is able to reside in any of the following communities: Port Lincoln, Elliston, Streaky Bay, Ceduna, Wudinna, Cleve, Cowell, Kimba, Tumby Bay or Cummins. The incumbent will be required to provide a regional service to more than one community within the Eyre & Far North Region including those listed above on a regular and rostered schedule. .

Qualifications

Must hold a recognised qualification within the relevant allied health profession, and be eligible for full membership of the relevant 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.

Confidentiality and 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.

OFFICIAL

Cultural Statement

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

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and SA Health values and strategic directions.

General Requirements

*NB References to legislation, policies and procedures includes any superseding versions

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 Act 2012 (SA) - maintaining your own health and safety and not place others at risk and comply with any reasonable instruction that is given to allow SA Health to comply with the WHS Act and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.
- > *Mental Health Act 2009 (SA)* and Regulations.
- > *Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / EFNLHN policies, procedures, guidelines and standards.

<p>Special Conditions</p> <ul style="list-style-type: none"> ▪ 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). ▪ <i>Prescribed Positions</i> under the (Prohibited Persons) Act 2016 must obtain a satisfactory working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit. ▪ <i>Approved Aged Care Provider Positions</i> as defined under the <i>Accountability Principles 1998</i> made in pursuant to the <i>Aged Care Act 2007 (Cth)</i> 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. ▪ Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit. ▪ National Police Certificates must be renewed every 3 years thereafter from date of issue. ▪ Working With Children Checks 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 ▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met. 		<p>Key Relationships</p> <ul style="list-style-type: none"> ▪ Reports to the Restorative Care Coordinator for program and operational matters ▪ Is clinically accountable to and receives clinical support and direction from the Clinical Senior (AHP3) Occupational Therapist in accordance with the <i>Allied Health Clinical Support Framework</i>. ▪ May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior ▪ 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 	
<p>Key Result Areas</p>	<p>Generic Requirements</p>	<p>Specific or Local Requirements</p>	
<p>1. Technical Skills and Application</p>	<p>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.</p> <p>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>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.</p> <p>1.4 Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources</p>	<ul style="list-style-type: none"> ▪ In collaboration with the Restorative Care Coordinator, contribute to the coordination and delivery of high quality, comprehensive and integrated Occupational Therapy services to eligible Restorative Care clients across the region; ▪ Contribute professional leadership in the application of clinical protocols and standards 	



		<p>within the multi-disciplinary team and health unit / region;</p> <ul style="list-style-type: none"> ▪ Apply clinical skills to a broad scope of practice, delivering services which promote self-care and personal responsibility, and are appropriate to the local rural / remote context; ▪ Coordinate an increasingly complex Occupational Therapy caseload and support other team members in managing the demands of the Restorative Care service; ▪ Apply Primary Health Care and Community Participation principles to ensure Occupational Therapy services are responsive to changing community needs and improve health outcomes
<p>2. Personal and Professional Development</p>	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ul style="list-style-type: none"> • Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge • Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills • Utilising the support of mentors and peers • 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 • May provide professional leadership in the relevant network, including facilitating access to training for professional staff <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers 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)</p>	<ul style="list-style-type: none"> ▪ Receive clinical supervision, direction, advice, mentorship and support from the AHP3 Clinical Senior Occupational Therapist; ▪ In collaboration with the Restorative Care Coordinator and Clinical Senior Occupational Therapist, develop a formal Clinical Supervision agreement, fulfill all obligations under this agreement, and review it annually; ▪ Develop and maintain inter and intra-professional clinical networks within the Eyre & Far North LHN and SA Health, actively sharing and seeking out knowledge of effective practice; ▪ Actively participate in the Occupational Therapy Network; ▪ Provide clinical support to less experienced professional and support staff in the Team; ▪ Contribute to the supervision of Occupational Therapy students on clinical placement in the region; ▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy
<p>3 Client / Customer Service</p>	<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>	<ul style="list-style-type: none"> ▪ Develop and apply increasing understanding of the needs of rural, culturally diverse and Aboriginal communities;

	<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"> ▪ Ensure clients / customers receive appropriate occupational therapy services by applying cultural sensitivity, social justice and community participation principles; ▪ Support consumers through the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up; ▪ Provide education and training to community health staff and other service providers as required; ▪ Utilise and review service prioritisation and eligibility criteria
<p>4 Administration and Documentation</p>	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics. 4.2 Contribute to the efficient and effective use of materials and resources. 4.3 Prepare reports and / or recommendations to assist management decision making 4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems. 4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role 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"> ▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Occupational Therapy services, community health programs and projects; ▪ Maintain appropriate statistics and records in accordance with SA Health, EFNLHN and health unit requirements; ▪ Contribute to the effective research, planning, coordination, reporting and evaluation of minor projects or aspects of major projects as required; ▪ Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback
<p>5 Teamwork and Communication</p>	<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 EFNLHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of EFNLHN services. 5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals. 5.3 Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals 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>	<ul style="list-style-type: none"> ▪ Contribute to the effective functioning of the multi-disciplinary team and quality of services by continually developing and applying: <ul style="list-style-type: none"> ○ clinical skills within the scope of practice appropriate to your profession; ○ knowledge of your own profession, other professions and other services; ○ skills in communication, collaboration and partnership building. ▪ Actively participate in team meetings and activities;

	<p>5.5 Work in accordance with SA Health and EFNLHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> ▪ Actively participate in region-wide and local site staff forums as required; ▪ Provide regular reports to the Restorative Care Coordinator regarding waiting lists, service issues, service planning and other relevant issues as required 	
<p>6 Continuous Improvement</p>	<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> <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>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of the Restorative Care services and Occupational Therapy services in the region; ▪ Required to contribute to local quality improvement activities and the Accreditation process; ▪ Contribute to the effective use of clinical resources, through optimising the balance between direct service provision to individuals and groups, preventative and health promotion activities and consultancy to external agencies; ▪ In collaboration with the Restorative Care Coordinator, develop reports, submissions and proposals as required. 	
<p>Approved by Authorised Officer</p>	<p>..... /</p>	<p>Accepted by Incumbent</p>	<p>..... /</p>



Job Title	Occupational Therapist - Restorative Care	Classification	AHP2
LHN	Eyre & Far North Local Health Network	Term	As per contract
Area	Community & Allied Health	FTE	As per contract

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.

Key Result Area	Selection Criteria <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) – refer to page 1 for minimum qualification requirements b) Broad professional experience relevant to this role: <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts ▪ Previous involvement in service development, including research & evaluation ▪ Change management & project management skills / experience ▪ Competency in applying primary health care principles c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> ▪ creativity, adaptability, resourcefulness, prioritization & problem solving skills
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others (eg additional post-graduate qualifications. May include reference to training or additional qualifications <i>of relevance to this role</i> . b) Detail your leadership and management style and experience.
3. Client / Customer Service	a) Detailed knowledge of and commitment to SA Health/EFNLHN values, strategic directions and priorities b) Examples that demonstrate skills in community engagement, client/family centred practice and cultural competency
4. Administration & Documentation	a) Information about <i>relevant</i> skills, experience or training – including those related to data management, budget management, competent use of technology.
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) <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