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SA Health Job Pack – Casual Pool

Job Title	Client Theatre and Allied Care Worker
Eligibility	Open to Everyone
Job Number	797689
Applications Closing Date	31 May 2023
Region / Division	Yorke and Northern Local Health Network
Health Service	Port Pirie Regional Health Service
Location	Port Pirie
Classification	WHA2
Job Status	Casual (up to 31 May 2023)
Salary	\$26.79 - \$27.08 per hour + 25% casual loading

Contact Details

Full name	Melissa Pine
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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:

- ☒ Working with Children Check - **DHS**
- ☒ Unsupervised Contact with Vulnerable Groups Employment Screening - **NPC**
- ☒ NDIS Worker Check – DHS.
- ☐ 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 <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:	Client, Theatre and Allied Care Worker
Classification Code:	Health Ancillary Level 2 (WHA2)
LHN/ HN/ SAAS/ DHA:	<input type="checkbox"/> Barossa Hills Fleurieu Local Health Network <input type="checkbox"/> Eyre and Far North Local Health Network <input type="checkbox"/> Flinders and Upper North Local Health Network <input type="checkbox"/> Limestone Coast Local Health Network <input type="checkbox"/> Riverland Mallee Coorong Local Health Network <input checked="" type="checkbox"/> Yorke and Northern Local Health Network
Hospital / Service / Cluster / RSS	Port Pirie Regional Health Service
Division:	Nursing
Department/Section / Unit/ Ward:	Various
Role reports to:	Nurse Unit Manager
Role Created/ Reviewed Date:	April 2019, January 2020, October 2020
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
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)

ROLE SPECIFICATION

Summary of the broad purpose of the role in relation to the organisation's goals

The Client, Theatre and Allied Care Worker is responsible for a high standard of work, providing a timely efficient and effective client, theatre and allied care service and undertaking duties in a range of activity areas as described in this role description.

The Client, Theatre and Allied Care Worker may be required to work within a number of areas of the Health Service.

Reporting/Working Relationships

The Client, Theatre and Allied Care Worker is accountable to the Nurse Unit Manager and works in close collaboration with health professionals and is part of a multi-disciplinary team

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

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

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 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.
- > 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. Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > The incumbent may be required to undertake further study to obtain a qualification which supports the needs of the health unit. Where further study is required, Y&NLHN will provide support and assistance in accordance with provisions of the SA Health (Health Care Act) Human Resources Manual. Note, however, this Special Condition does not apply to existing Y&NLHN employees with continuous employment with Y&NLHN which commenced prior to 1 October 2016.

Statement of Key Outcomes and Activities

Contribute to the provision of services for client, theatre and allied care of the health unit by:

- bed making
- loading and unloading patients/clients.
- transporting of patients/clients,
- assisting in the admission of patients/clients,
- routine keyboard skills,
- assisting in all aspects of patient/client care,
- assisting with or without patient transport lifting of patient/clients including with the use of appropriate equipment,
- observing to be trained in surgical shaves, mortuary, plaster work,
- observing, to be trained in switchboard/call centre/dispatch duties incorporating a working knowledge of hospital procedures,
- collecting, erecting, dismantling, cleaning and maintenance of patient/client equipment and aides,
- cleaning and remaking barouches,
- collecting and transporting of blood and drugs for patient/client use as director (Non DDAS),
- transferring specimens between Departments
- assisting in locating patients/clients,
- assisting with the implementation of the early childhood program as directed,
- assisting in ensuring the health hygiene and safety of children in care,
- assisting in preparation of snacks and beverages for children

Contribute to the efficient and effective operation of the health unit by:

- may require the operation of machinery, equipment and/or facilities,
- instruction given by way of verbal, written or diagrammatic direction,
- providing assistance and guidance to other employees,
- perform routine functions requiring the undertaking of clear and straight forward instruction.

Demonstrates and maintains a satisfactory knowledge and skill base to perform role by:

- undertaking training as required and maintaining required skills and knowledge applicable to the role.

GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:

- › Complying with workplace policies and guidelines
- › Comply with and have a working knowledge and understanding of the requirement for all staff employed in the organisation in regards to confidentiality.
- › Correctly utilising appropriate personal protective equipment.
- › Commitment to the continuous improvement in the provision of customer service.
- › Regularly participate in personal performance development reviews.
- › Participation in continuous quality improvement programs and accreditation activities.
- › Ensuring cultural sensitivity is maintained by attending and contribute to their learning in diversity of cultural awareness and cross cultural training, with a frequency to be determined as appropriate by the organisation.
- › All staff will actively support and contribute to risk management by maintaining an awareness of the risks relating to their area of responsibility and accountability including the identification and reporting of such risks
- › It is the responsibility of every employee to ensure that on official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation from State Records. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of the organisation in relation to records management.

Contribute to the well-being of people in South Australia through participation 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.

Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.

PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications (include only those listed as an essential qualification for the specified classification group)

- Must have a good understanding of written and spoken English
-

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment)

- Proven ability to work well within a team environment.
 - Ability to work in various settings and relate to all levels of staff.
 - Flexible approach to work and rostering systems.
 - Proven ability to meet deadlines and timeframes.
 - Interpersonal and communication skills and the ability to relate to people from different cultures, backgrounds and circumstances.
 - Ability to provide assistance and co-operation to other staff.
 - Demonstrated ability to perform under limited direction.
 - Ability to use discretion and maintain strict confidentiality.
 - Effective written, verbal and numeracy skills.
-

Experience

- Proven experience in exercising own judgment and initiative in the day to day execution of a position.
 - Experience in the provision of a direct care service in a health related field.
 - Experience in dealing with aged, frail or disabled persons.
 - Experience in the use of computer packages eg. Microsoft Word, Excel.
-

Knowledge

- Basic knowledge of safe working conditions.
- Knowledge and commitment to customer service principles.
- Knowledge of computer packages eg. Microsoft Word, Excel.
- Knowledge and understanding of the Occupational Health, Safety and Welfare Act and Risk Management principles.

DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements)

Educational/Vocational Qualifications (considered to be useful in carrying out the responsibilities of the position)

- Successful completion of Year 11 High School.

Personal Abilities/Aptitudes/Skills: (related to the job description and expressed in a way which allows objective assessment)

- Demonstrated manual handling skills.

Experience

- Experience in the areas of Client, Theatre and Allied Care.
- Limited experience in the use of computer packages eg. Microsoft Word, Excel.

Knowledge

- Knowledge of Equal Employment Opportunity legislation.

Other Details:



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, Yorke & 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:

The role of the Port Pirie Regional Health Nursing Division is to assist individuals of any age/socio-economic group to maintain health and wellness through the provision of safe, effective and quality care.

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.

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