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SA Health Job Pack

Job Title	Speech Pathologist
Job Number	682375
Applications Closing Date	Friday 25 January 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Allied Health & Intermediate Care Services
Location	Aldinga and Noarlunga Centre
Classification	AHP2
Job Status	Temp (up to 12 February 2020), P/T (22.5 hours p/wk)
Total Indicative Remuneration	\$89,994 - \$104,422 pa (pro-rata)

Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at www.sahealth.sa.gov.au/careers - see Career Information, or by referring to the nominated contact person below.

Contact Details

Full name	Sharon Worby-Hogben, Early Childhood and Family Team Leader
Phone number	7425 8200
Email address	sharon.worby-hogben@sa.gov.au

Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



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

Role Title:	Speech Pathologist
Classification Code:	AHP2
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	SALHN
Division:	Allied Health & Intermediate Care Services
Department/Section / Unit/ Ward:	Early Childhood and Family Service
Role reports to:	Operationally: Team Manager, Early Childhood & Family Services Professionally: Clinical Lead Speech Pathology, Early Childhood & Family Services
Role Created/ Reviewed Date:	October 2017
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

Job Specification

Primary Objective(s) of role:

- Provides services to the Southern Adelaide Local Health Network (SALHN) as part of the multidisciplinary team. The team focuses primarily on children, birth to preschool entry and their families.
- The position is required to develop, provide and evaluate high quality speech pathology services with an early childhood focus within an inter and transdisciplinary context. Services will include assessment and therapeutic intervention.
- The position will inform the Team Manager and the Clinical Lead Speech Pathology – Early Childhood & Family of any issues to do with the development, management and evaluation of Speech Pathology and Early Childhood and Family Services.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- As a member of a multi-disciplinary team, responsible to the Team Manager Early Childhood and Family Services for the delivery of agreed activity, outputs & outcomes and for active participation in organisational and team quality, WHS and administrative matters.
- Responsible to the Team Manager Early Childhood and Family Services and the Clinical Lead of Speech Pathology – Early Childhood & Family for fulfilling work expectations which comply with discipline specific professional standards. These standards are evidence based and of a professional quality as determined, supported and monitored by the Clinical Lead of Speech Pathology– Early Childhood & Family. The Clinical Lead of Speech Pathology– Early Childhood & Family will advise and work closely with the Manager regarding any professional issues that may arise.

External

- Working relationships will be established with staff from other agencies, volunteers and community members.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Managing high demand for service
- Keeping professionally up to date with relevant research, technological advances and models of care.
- Working appropriately and in a culturally respectful way with patients and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients.
- Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices.
- Working collaboratively within the multidisciplinary team, across organisational teams and other providers across sectors and services, addressing presenting challenges and promotes communication processes to enable effective patient flow and best patient/client outcomes

Delegations: (as defined in SALHN instruments of delegations)

Financial	N/A
Human Resources	N/A
Procurement	N/A

Resilience:

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

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

- Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:
- *Work Health and Safety Act 2012* (SA) 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.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993* (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, 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.

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.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the Children's Protection Act 1993 (Cth) or 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- 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.
- Job and Person Specifications are reviewed regularly as part of the ongoing Performance Review and Development process
- Will be required to work within other locations of the Southern Adelaide LHN
- Some out of hours work may be required
- Must have a current driver's licence and be willing and able to drive

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Key Outcomes	Associated Activities
Develop and provide high quality speech pathology services appropriate to a community health and early childhood multidisciplinary context by:	<ul style="list-style-type: none"> Developing, implementing and evaluating assessment and therapeutic intervention strategies appropriate to young children and their families. Utilising specialised skills in the clinical management of complex problems regarding management of young children with developmental delays and their families, where there are also often parent-child relationship issues and high vulnerability. Providing accurate assessment and evaluation of clients with a range of developmental delays by using standardised and informal assessment tools and interpreting results from these assessments to form an accurate understanding of the issues arising for the child and their family. Reporting on assessment findings to clients, families, referring agents and other agencies as appropriate and with family's consent.
Contribute as an experienced speech pathology member of a multi-disciplinary regional/district team to an environment of positive teamwork and communication by:	<ul style="list-style-type: none"> Being aware of, and practice according to, the organisation's mission, objectives, core values and strategies Utilising professional skills and judgement in the provision of a consultative service to team members and other local agencies regarding management of young children and their families. Providing training and consultation to other staff members, other agencies and community groups. Participating in an inter/trans-disciplinary team to plan, identify and address quality client management programs. Managing and prioritising client caseloads. Initiating and maintaining regular and professional communication with all relevant colleagues and managers. Resolving any workplace conflict or grievances in a professional manner and through the correct organisational processes Representing Early Childhood and Family Services, informing and participating in organisational and regional forums as required.
Assist in the provision of education and training of student speech pathology and students of other disciplines.	<ul style="list-style-type: none"> Supervising students with various levels of experience. Providing lectures/tutorials and/or workshops as required.
Contribute to your personal and professional development to meet the changing needs of your position, career and industry by:	<ul style="list-style-type: none"> Attending and being actively involved in mandatory and other relevant training sessions provided by the organisation within required timeframes. Actively participating in the Performance Development process including Annual Performance Review, which assists in the identification of your professional and personal development requirements. Undertaking relevant training and development activities as required.
Contribute to the maintenance of a high organisational standard of Customer Service by:	<ul style="list-style-type: none"> Acting in a professional manner at all times when dealing with internal and external clients Positively promoting the organisation both internally and externally Providing prompt and courteous service to all clients, colleagues, other departments and the community Maintaining confidentiality on all issues relating to the organisation, the clients and fellow colleagues Treating all clients with respect and equality whilst being responsive to their needs Demonstrate a commitment to consumer participation.
Contribute to continuous improvement and quality management systems by:	<ul style="list-style-type: none"> Utilising program evaluation and evidence based literature for improving programs and service delivery. Undertaking relevant training and development activities to meet the changing needs of the position and the profession. Maintain required statistics, and the accurate documentation of interaction with clients in accordance with agency requirements. Participating in research activities as required. Participating in quality management activities undertaken to meet accreditation standards

	<ul style="list-style-type: none"> • Participating in professional speech pathology working groups. • Providing advice to the Manager and Clinical Lead of Speech Pathology – Early Childhood & Family regarding client and program management issues, professional policies, operational procedures and standards especially as they pertain to primary health services.
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Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.

Commitment to achieving and complying with National Safety & Quality Health Service Standards.

Acknowledged by Occupant:_____ Date:____/____/____

Person Specification

1. ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

Appropriate Degree or equivalent qualification which gives eligibility for full membership of Speech Pathology Australia.

Personal Abilities/Aptitudes/Skills

- Utilise high level communication skills to effectively work with, and resolve issues and conflict with, people with diverse value systems, cultural differences and special needs, including clients, multi-disciplinary health professionals, other organisations and providers, and the community
- Undertake a broad range of speech pathology assessment and treatment techniques
- Organise workloads, under limited direction in a high-demand multifaceted environment and as part of a multi-disciplinary team
- Critically and reflectively evaluate own work, and maintain own professional development to meet requirements
- Demonstrate innovation and contribute to quality improvement activities
- Be flexible, adaptive and responsive to change, aligning with key organisational priorities and particularly in an environment with competing demands and changing service partners
- Develop rapport and engage with people with the aim of increasing client potential for self-management
- Apply a high level of professional accountability, integrity, ethical standards and decision making, and to be self-aware and positive when faced with difficult clinical and interpersonal situations.
- Use professional judgement in clinical decision making, which contributes to the development of new and innovative service models to respond to the changing needs of the health system and the community
- Demonstrated computing skills, including email, word processing and use of client databases
- Ability to work collaboratively in an inter/trans-disciplinary team and contribute to management of any conflict.
- Demonstrated ability to undertake reflective practice
- Demonstrated ability to manage a complex and varied workload including individual and group work in the early childhood field
- Demonstrated ability to make complex clinical decisions.
- Demonstrated ability to relate well to, work with and support children birth to preschool entry and their families from various cultures and backgrounds, often in complex vulnerable families.
- Proven commitment to the principles and practise of:
 - EEO, Ethical Conduct, diversity and WHS;
 - Quality management and client oriented service;
 - Risk management."

Experience

- Previous experience working with vulnerable children and their families
- Previous experience in group work.
- Proven experience in basic computing skills, including email and word processing

Knowledge

- Knowledge of child development principles
- Knowledge of the social determinants of health and their implications for service delivery.
- Knowledge of current research trends and directions in early childhood and speech pathology policy and service delivery at state, national and international levels
- Knowledge of Attachment Theory in regard to young children and their families.
- Understanding of Work Health Safety principles and procedures
- Understanding of Quality Management principles and procedures
- Understanding of Delegated Safety Roles and Responsibilities
- Awareness of National Safety and Quality Health Service Standards

2. DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Ability to be creative and resourceful in service delivery and planning
 - Demonstrated leadership skills
 - Community based and/or Intermediate Care research and evaluation skills
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Experience

- Proven experience in basic computing skills, including email and word processing
 - Experience in supervising, training and/or supporting students and/or other professional staff.
 - Experience working with the application of attachment theory to therapeutic individual and group programs
 - Experience with using video based therapeutic approaches
 - Experience in preparing and presenting professional papers and workshops.
 - Experience in using a range of computer based hardware and applications, including electronic client databases
 - Demonstrated ability to implement changes in practice to support evidence based speech pathology
 - Previous experience working with Aboriginal people; people; from other Culturally and Linguistically Diverse backgrounds; people with mental illness, disabilities or other vulnerable groups
 - Demonstrated experience in providing support and direction to less experienced staff
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Knowledge

- Awareness of the Charter of Health and Community Services rights
 - Broad knowledge of Infant Mental Health principles
 - Knowledge of local service providers and their potential for contributing to the holistic and integrated delivery of services, which supports ongoing client health and well-being
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Educational/Vocational Qualifications

Nil specified

Other details

Nil specified

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, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

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

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital.

Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

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

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; it sets out the South Australian Public Sector values as:

- > Service – Proudly serve the community and Government of South Australia.
- > Professionalism – Strive for excellence.
- > Trust – Have confidence in the ability of others.
- > Respect – Value every individual.
- > Collaboration & engagement – Create solutions together.
- > Honesty & integrity – Act truthfully, consistently, and fairly.
- > Courage & tenacity- Never give up.
- > Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

Approvals

Job and Person Specification Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Sharon Worby-Hogben

Role Title: Team Manager

Signature:



Date: 1.11.18

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: