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SA Health Job Pack

Job Title	Occupational Therapist
Job Number	663869
Applications Closing Date	24 August 2018
Region / Division	Southern Adelaide Local Health Network
Health Service	Mental Health Services
Location	Various
Classification	AHP1
Job Status	Casual
Hourly Rate	\$31.44 - \$38.42 per hour + 25% casual leave loading

Criminal History Assessment

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

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

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

Contact Details

Full name	Louise Hann
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Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

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

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



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

Role Title:	Occupational Therapist
Classification Code:	AHP1
LHN/ HN/ SAAS/ DHA:	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
Hospital/ Service/ Cluster	FMC
Division:	Mental Health
Department/Section / Unit/ Ward:	Inner South Carramar and Marion Teams
Role reports to:	Operationally: Team Manager, Carramar/Marion Professionally: Principal Occupational Therapist
Role Created/ Reviewed Date:	May 2018
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 (<i>direct contact with blood or body substances</i>) <input checked="" type="checkbox"/> Category B (<i>indirect contact with blood or body substances</i>) <input type="checkbox"/> Category C (<i>minimal patient contact</i>)

Job Specification

Primary Objective(s) of role:

Working as a part of the community mental health integrated team, the Occupational Therapist undertakes care coordination and is responsible for the delivery of a range of other clinical activities, including care planning, clinical review, psychosocial assessment and Mental Health Assessments as pertaining within the Clinical Business Rules. The Occupational Therapist also completes Occupational Therapy assessments and provides discipline specific clinical consultation within the team.

The Occupational Therapist works collaboratively with consumers, their families/carers and may liaise closely with a network of government and non-government organisations to assist consumers whose mental illness necessitates regular review and follow-up to facilitate improved functioning and community tenure.

Direct Reports:

- May be involved in supporting Community Rehabilitation Workers / Activity Supervisors.
- May provide student supervision.

Key Relationships/ Interactions:

Internal

- Accountable to the Team Manager for operational purposes.
- Accountable to the Principal Occupational Therapist for professional practice.
- Accepts direction from the Head of Unit in care planning when diagnostic ambiguity and conflicting clinical opinion are affecting ongoing consumer care.
- Receives professional supervision from an AHP2/3 Occupational Therapist.
- Maintains close collaborative working relationships with the multi-disciplinary team.
- Accepts direction from the Clinical Coordinator for clinical workflow.

External

- Builds and maintains relationships with other mental health teams and services, including primary health care to ensure an integrated service delivery.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Effective time management skills are required to manage a case load of people who experience high and complex mental health needs and to meet the OT needs of the team.

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:
<ul style="list-style-type: none"> 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: <i>Work Health and Safety Act 2012</i> (SA) and when relevant WHS Defined Officers must meet due diligence requirements. <i>Return to Work Act 2014</i> (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness. Meet immunisation requirements as outlined by the <i>Immunisation Guidelines for Health Care Workers in South Australia Policy Directive</i>. Equal Employment Opportunities (including prevention of bullying, harassment and intimidation). <i>Children's Protection Act 1993</i> (Cth) – 'Notification of Abuse or Neglect'. Disability Discrimination. Information Privacy Principles. Relevant Awards, Enterprise Agreements, <i>Public Sector Act 2009</i>, <i>Health Care Act 2008</i>, 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 consumers, 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. Meet SALHN credentialing requirements. Possess an unrestricted drivers licence.

Handling of Official Information:
<ul style="list-style-type: none"> 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).
- > 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 and ongoing employment is subject to immunisation risk category requirements (see page 1).

STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

Contribute to the provision of high quality clinical services to consumers by:

- Undertaking a clinical case load and providing individual care coordination to consumers with complex and specialised needs.
- Undertaking assessments and planning positive outcome-focussed interventions with each consumer within a case load.
- Providing consultation and occupational therapy knowledge to meet the mental health care needs of the consumers in the integrated team.
- Requesting the assistance from other disciplines when necessary, to contribute to the consumer's rehabilitation plan.
- Offering specialist group or individual interventions according to own knowledge base and individual skill, as determined by service/team requirements.
- Undertaking discipline specific assessments and interventions.
- Working assertively with families and carers by:
 - ensuring that family and carer input is recognised and their needs addressed.
 - offering opportunities to be involved in program planning.
 - taking into account social and cultural diversities to ensure access to and utilisation of culturally specific services.
- Undertaking team responsibilities such as a shift coordinator, rapid response worker and/or booked assessments as delegated.
- Participating in triage of referrals including obtaining information from referral sources and obtaining historical and collateral information.
- Ensuring practice is in accordance with the Mental Health Act 2009, the Guardianship and Administration Act, National Practice Standards for the Mental Health Workforce, National Mental Health Strategy and UN Principles on the Protection of People with a Mental Illness and improvement in mental health care, and professional discipline code of conduct, OT competency standards and the National Standards for the Mental Health Workforce 2013.

Provide continuity of care and support for the consumer through mental health and wider health and social systems by:

- Providing services to consumers which promote and facilitate the use of supports available at the local community level and which take into account social and cultural diversities.
- Linking and co-ordinating an appropriate range of resources and specialist and general services within and across Sectors.
- Advocating and negotiating on behalf of the consumer with relevant groups/organisations.
- Communicating with other mental health professionals when consumers move across the Sector boundaries.

Under the direction of Senior Occupational Therapists, provide professional service to consumers by:

- Undertaking specialist occupational therapy assessments
- Developing meaningful occupationally orientated interventions to maximise independence, environmental mastery and quality of life.
- Providing consultation on occupational performance strengths and limitations to enhance the consumers recovery.
- Planning and providing graded skills acquisition interventions and educational programs for individual consumers.
- Monitor and review occupational therapy outcomes for individual consumers.
- Providing Occupational Therapy consultation and assistance to other service providers to meet the mental health care needs of the consumer.
- supporting consumers in acquiring and maintaining safe, secure and affordable housing.

Enhance Occupational Therapy skills and resources by:

- Providing services to consumers which promote and facilitate the use of supports available at the local community level and which take into account social and cultural diversities.
- Undertaking Occupational Therapy quality improvement activities as directed by the Principal Occupational Therapists
- After having achieved 12 months experience, providing supervision of Occupational Therapy students during observation clinical placements.

Participate in community development and educational activities by:

- Responding to requests to provide mental health consultation/information.
- Initiating educational activities within the local community which raise awareness of the needs, treatment and other issues associated with mental illness.
- Liaising and collaborating with other agencies, health care professionals and service providers to determine how to best meet the needs of people who have a mental health problem and ensure best outcomes for consumers.

Participate in continuous quality improvement programs and activities, linked to the organisation's strategic and corporate directions and targets by:

- Assisting with the developing and establishing key performance indicators for all critical activities relevant to area of responsibility in accordance with the quality evaluation program.
- Assisting in the identification, establishment and review of corporate and departmental performance standards and outcomes.

Promote cooperation, teamwork and consumer involvement by:

- Delivering non-discriminatory treatment and support that is sensitive to the social and cultural values of the consumer, the consumer's family and carers and the community;
- Participating in communication forums with staff, consumers, their families and carers.
- Being aware of own communication style and behaviours and modifying these to achieve positive outcomes and relationships;
- Providing honest and sensitive feedback, whilst being receptive to and encouraging constructive critical feedback.

Contributes to the achievement of professional expertise through the maintenance of ongoing personal professional development/continuing education by;

- Managing own professional development activities and portfolio, supporting the development of others and contributing to learning in the work area.
- Provide support, supervision and training Occupational Therapy students and graduates
- Participating as a member of the Occupational Therapy Disciplinary group.

"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: ____/____/____

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

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

Personal Abilities/Aptitudes/Skills

- Must be highly motivated and have the ability to engage with consumers who have extremely high service needs.
 - Ability to undertake comprehensive assessment skills including, consumer needs analysis, mental state assessment, recognition of side-effects from medication and risk assessment.
 - Ability to work collaboratively with all key stake holder to design individual service plans and coordinate comprehensive service provision including rehabilitation programs from a psychosocial perspective, for consumers who have enduring mental health problems.
 - Ability to work collaboratively and cohesively with consumers, carers, other agencies, community services and the multi-disciplinary team.
 - Effective written and verbal communication skills and ability to express ideas succinctly and logically.
 - Ability to provide mental health Occupational Therapy assessments, develop and implement Occupational Therapy interventions and programs and review outcomes for consumers within the team and sector.
 - Providing consultation on occupational performance strengths and limitations to enhance the consumers recovery.
 - Ability to effectively and efficiently manage time and other resources.
 - As greater experience is gained the ability to work without direct supervision and exercise more autonomy.
 - *“Proven commitment to the principles and practise of:*
 - *EEO, Ethical Conduct, diversity and WHS;*
 - *Quality management and consumer oriented service;*
 - *Risk management.”*
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Experience

- Experience in development and maintenance of therapeutic working relationships with consumers having enduring and severe disability and complex needs, and their carers.
 - Experience in collaborative development, implementation and monitoring of planned interventions for consumers with complex living skill needs.
 - Successful participation in a multidisciplinary team environment.
 - Experience in the development of group programs based on needs analysis and evidence based practice.
 - Experience in basic computing skills, including email and word processing
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Knowledge

- A general knowledge of the comprehensive individualised needs of consumers within the community setting.
- A general knowledge of relevant Acts and legislation pertaining to own profession.
- General knowledge of the South Australian Mental Health Act and the Guardianship and Administration Act.
- 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

DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

- Contracting and negotiation skills in collaborative planning, implementation and evaluation.
- Skills in comprehensive program planning including community service co-ordination for social support.

Experience

- Proven experience in basic computing skills, including email and word processing
- Experience in accessing, monitoring and evaluating community resources.
- Experience in initiating, developing and evaluating partnership programs.
- Experience in using models of case management.
- Experience in community development.
- A broad range of experience working with people with mental health problems.
- Experience in accessing, liaising with, monitoring and evaluation community resources and community projects.
- Experience in working collaboratively with consumers, families and carers, and community resources.

Knowledge

- Awareness of the Charter of Health and Community Services rights.
- Knowledge of community resources, formal and informal, relevant to people with enduring mental health problems.
- Knowledge of evaluation methodologies and quality assurance mechanisms.
- Knowledge of current developments, evidence based practices and models of practice in Mental Health Occupational Therapy.
- Familiarity with current psychiatric diagnostic and classification system and assessment tools.
- Familiarity with aspects of medication management including knowledge of relevant medications, indications, common dosages, side-effects, special precautions, drugs of abuse.
- Knowledge of current psychiatric diagnostic and classification assessment tools.

Educational/Vocational Qualifications

- Relevant undergraduate or post-graduate qualifications (other than base-grade qualification) specific to clinical practice in the area of mental health Occupational Therapy practice.

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 three hospitals, Flinders Medical Centre, Noarlunga Hospital and the Repatriation General 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 Adelaide Primary Health Network

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:

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: