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SA Health Job Pack

Job Title	Allied Health Professional
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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Email address	louise.hann@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



ROLE DESCRIPTION

Role Title:	Allied Health Professional - Casual
Classification Code:	Allied Health Professional Level 1 – AHP1
LHN/ HN/ SAAS/ DHA:	Southern Adelaide Local Health Network (SALHN)
Hospital/ Service/ Cluster	Flinders Medical Centre (FMC), Noarlunga Health Services (NHS)
Division:	SALHN Mental Health Services (MHS)
Department/Section / Unit/ Ward:	Outer South (OS) Adaire Clinic, Community Mental Health Team (CMHT)
Role reports to:	OS Adaire Clinic, Principal Clinician (Multi-classed Position), Professional OS Adaire Clinic, Team Manager, (Multi-classed Position), Operational OS Adaire Clinic, Clinical Coordinator, (Multi-classed Position), Clinical
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>)

ROLE CONTEXT

Primary Objective(s) of role:

Working as a part of the multi-disciplinary team of community mental health service, the Casual Allied Health Professional is responsible for the delivery of a range of clinical activities, including care planning, clinical review, psychosocial assessment and mental health assessments as pertaining to the Clinical Business Rules.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- > Maintains cooperative and productive working relationships with all members of the health care team.
- > Accepts direction from the Clinical Coordinator for clinical workflow.
- > Accepts direction from the Clinical Lead Consultant in care planning, diagnostic ambiguity and when conflicting clinical opinion are affecting ongoing consumer care.
- > Provides day to day supervision of students.

External

- > Maintains relationships with non-government organisations or other government organisations to meet the needs of the client group.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Providing evidenced based care, developing clinical skills while keeping up to date with professional standards of practice and quality management initiatives consistent with organisational policies
- > Working appropriately and in a culturally respectful way with Mental Health Consumers, their families and care providers where there are multiple complexities and diverse cultural backgrounds and expectations of clients.
- > Recognising and responding to clinical deterioration or other incidents and escalating appropriately

Delegations:

- > Nil

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, Strategic Plans 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) 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
- > The relevant professional body's clinical and professional standards (including the Guidelines and Assessment Frameworks for Registration Standards)
- > The relevant professional body Codes and Guidelines (including Competency Standards, Codes of Ethics and Professional Conduct, Decision Making Framework and Professional Boundaries)
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time
- > All SA Health/LHN/SAAS policies, procedures and standards that relate to the role including but not

limited to:-

- > The Mental Health Emergency Services Memorandum of Understanding, 2010, SA Health, SA Ambulance Service, Royal Flying Doctor Service, South Australia Police;
- > Housing SA MOU
- > South Australian Civil Administrative Tribunal (SACAT)
- > Appointment and ongoing employment is subject to immunisation risk category requirements (see page 1).

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:

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

Special Conditions:

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

- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia Policy Directive*.
- > 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 Criminal and Relevant History Screening Assessment.
- > *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory criminal and relevant history screening for child related work through the Screening Unit, Department for Communities and Social Inclusion.
- > Criminal Screening and Relevant History screenings 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 2014* 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.
- > May be required to assume responsibilities as delegated by the Nursing Director and/or Service/Sector manager for specific Relevant functions

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Direct/indirect patient/client care	<ul style="list-style-type: none"> > Assess individual patient/client needs, plan, implement and/or coordinate appropriate service delivery from a range of accepted options including other disciplines or agencies. > Provide direct person centred care and/or individual case management to patients/clients on a shift by shift basis in a defined clinical area with increasing autonomy over time. > Plan and coordinate services with other disciplines or agencies in providing individual health care needs
Support of health setting services	<ul style="list-style-type: none"> > Participate in quality improvement activities that contribute to patient/client safety, risk minimisation and safe work activities within the practice setting. > Provide ward/team leader/coordination as required on a shift by shift basis. > Contribute to procedures for effectively dealing with people exhibiting challenging behaviours.
Education	<ul style="list-style-type: none"> > Provide health promotion and education, to patients/clients or groups and carers to improve the health outcomes of individual. > Support practice and learning experiences for students undertaking clinical placements, orientation for new staff and preceptorship of graduates.
Research	<ul style="list-style-type: none"> > Participate in evaluative research activities within the practice setting. > Use foundation theoretical knowledge and evidenced based guidelines to achieve positive patient/client care outcomes.
Professional leadership	<ul style="list-style-type: none"> > Provide, with increasing capacity over time, support and guidance to newer or less experienced staff, students and other workers providing basic care.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of SA (up to July 2012) or Occupational Therapy Board of Australia (post July 2012).
- > Appropriate Degree or equivalent qualification and general registration with the Psychology Board of Australia.
- > Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.

Personal Abilities/Aptitudes/Skills:

- > Must be highly motivated and have the ability to engage with consumers who have high service needs.
- > Ability to undertake comprehensive assessment skills including, consumer needs analysis, assessment skills in mental state, 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 understand the value systems and cultural differences of people from diverse backgrounds.
- > 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 complex ideas succinctly and logically.
- > Ability to provide Occupational Therapy consultancy within the team and sector programs.
- > Ability to provide Occupational Therapy assessments, and develop and implement Occupational Therapy interventions for consumers within the team and sector.
- > Commitment to on-going professional development.
- > 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 services;
 - > Risk management

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.

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

Educational/Vocational Qualifications:

- > Qualifications relevant to specialty / clinical area.

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:

- > 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.
- > Proven experience in basic computing skills, including email and word processing

Knowledge:

- > 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 and practices in mental health pertaining to 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.
- > Awareness of the Charter of Health and Community Services rights.

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, 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 OS Adelaide Clinic Team A, Community Mental Health Team provides a range of clinical services to a defined population including emergency assessment, crisis intervention, assertive care, clinical support, psychological therapies, and other interventions. Consumers move between different functions of the team as their needs change.

All members of the team have a range of skills and experience.

All clinical staff has a core set of skills, clinical assessment, risk assessment and care planning as well as their discipline specific skills.

The delivery of a particular intervention/therapy may be a specialised skill.

All staff are required to work in accordance with the guiding principles of the National Practice Standards for the Mental Health Workforce.

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: