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## SA Health Job Pack

Job Title	Generalist Occupational Therapist Candidate Pool – AHP1/AHP2
Eligibility	Open to Everyone
Job Number	866432
Applications Closing Date	25 April 2025
Region / Division	Riverland Mallee Coorong Local Health Network
Health Service	Country Health Connect
Location	Murray Bridge or Berri
Classification	AHP1 / AHP2
Job Status	Ongoing and Temporary positions available, hours negotiable
Salary	\$67,466 - \$100,729 p.a. (pro rata)

## Contact Details

Full name	Jemma Westhoff
Position	Senior Manager Occupational Therapy
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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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - General Employment Probity Check - **NPC**

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

# Immunisation

## **Risk Category A (direct contact with blood or body substances)**

*This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)*

## Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

\* Refer to [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants

# POSITION DESCRIPTION



<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	Allied Health Professional AHP1		
<b>LHN</b>	Riverland Mallee Coorong Local Health Network				
<b>Area</b>	Country Health Connect, Murray Bridge or Berri	<b>FTE</b>	1 FTE	<b>Last Updated</b>	Feb 2024
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/>	DHS Working With Children Check (WWCC)			
	<input checked="" type="checkbox"/>	NDIS Worker Screening Check			
	<input checked="" type="checkbox"/>	NPC – Unsupervised contact with vulnerable groups			
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/>	Category A			
	<input type="checkbox"/>	Category B			
	<input type="checkbox"/>	Category C			

## Broad Purpose of the Position

Under the direct supervision of an experienced AHP2 Occupational Therapist, the Occupational Therapist will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community. To achieve this, the Occupational Therapist works as a member of a multi-professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches. This includes providing services to sectors such as paediatrics, acute, residential care, aged & community consumers as needed.

## Qualifications

Must hold a recognised qualification within the Occupational Therapy profession and be eligible for practicing membership of the relevant Professional Association. For those professions requiring Registration, all requirements to obtain and maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional association accredited continuing professional development program.

## 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

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

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## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory National Police Certificate (NPC).
- 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 or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.
- Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- NPCs must be renewed every 3 years thereafter from date of issue.
- WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.
- Will be required to comply with the requirements of the RMCLHN Procedure for Credentialing Allied Health and Scientific Health Professionals
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- 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.

## Key Relationships

- Receives line supervision from the Clinical Senior Occupational Therapist
- Is clinically accountable to and receives clinical support and direction from the Senior Manager Occupational Therapy
- Works under Clinical Supervision and direction from an appropriate senior level Occupational Therapist, in accordance with the Allied Health Clinical Support Framework.
- Draws on multi-professional clinical networks for support in specialty areas of service delivery
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

# POSITION DESCRIPTION



Key Result Areas	Generic Requirements	Specific or Local Requirements
<p>1. Technical Skills and Application</p>	<p>1.1 Provide a broad range of clinical services, selecting, adopting and applying methods, procedures and standards which are generally well established and straight forward</p> <p>1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results</p> <p>1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities</p> <p>1.4 Manage and prioritise personal workload</p>	<ul style="list-style-type: none"> <li>▪ Provide a high quality clinical Occupational Therapy service to children with various conditions such as global developmental delay, autism spectrum disorder and sensory disorders and adults with varied conditions.</li> <li>▪ Incorporate comprehensive assessment and treatment, preventative care, education and early intervention strategies.</li> <li>▪ Provide services to children and adults under the NDIS</li> <li>▪ Work in 1:1 situations as well as group sessions in collaboration with the other members of the multidisciplinary team, and at times within DECD sites</li> <li>▪ Manage caseload in collaboration with a senior Occupational Therapist</li> <li>▪ Provide Occupational Therapy services as a part of a multidisciplinary team ensuring co-ordination and continuity of clinical services</li> <li>▪ Ensure a high standard of service provision to clients with complex clinical problems by consulting with the Occupational Therapy as appropriate. This will include providing services to other sectors such as acute, residential care &amp; community as needed.</li> </ul>
<p>2. Personal and Professional Development</p>	<p>2.1 Operate under direct supervision (which will decrease as experience increases) and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>b. Applying reflective practice skills</li> <li>c. Utilising the support of mentors and peers</li> <li>d. Actively participating in the professional development and review (PDR) process</li> </ol> <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</p>	<ul style="list-style-type: none"> <li>▪ Receive clinical supervision, advice, mentorship and support from an appropriate experienced Occupational Therapist</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within the region, and South Australia, actively sharing and seeking out knowledge of effective practice.</li> <li>▪ Participate in the Occupational Therapy Network</li> <li>▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants</li> </ul>

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	2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students / AH assistants.	<ul style="list-style-type: none"> <li>Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy.</li> </ul>
3 Client / Customer Service	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing &amp; promoting the cultural needs of the community.</p> <p>3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>Utilises service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs.</li> </ul>
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to undertake projects or assignments of limited scope and complexity or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> <li>Maintains appropriate statistics and records in accordance with RMC regional requirements.</li> <li>Use the Safety Learning System (SLS) to report patient clinical risks and incidents.</li> <li>Assist the Senior Occupational Therapist in the identification of needs and the planning and coordination of the Occupational Therapy service for the region.</li> <li>Contribute to the effective functioning of the Occupational Therapy department by assisting in the development and implementation of agreed referral procedures, policies and guidelines for service provision.</li> <li>Contribute to a high standard of service provision through participating in departmental quality assurance, continuing education and research activities.</li> </ul>
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of RMCLHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals</p> <p>5.4 Communicate effectively with a range of people (both verbally and in writing)</p> <p>5.5 Work in accordance with SA Health and RMCLHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> <li>Contributes constructively and actively as a member of the multi-disciplinary team.</li> <li>Actively participates in team meetings, staff meetings and other relevant organisational meetings as required.</li> </ul>

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<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards. 6.2 Contribute to the ongoing monitoring, evaluation and review of services. 6.3 Proactively respond to client complaints and feedback. 6.4 Contribute to discipline-specific and trans-professional research and service development, through data collection, collation, analysis and the development of recommendations on basic operations. 6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services.</li> </ul>	
<p><b>Approved by Authorised Officer</b></p>	<p>..... /</p>	<p><b>Accepted by Incumbent</b></p>	<p>..... /</p>

# APPLICANT GUIDELINES

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP1
<b>LHN</b>	Riverland Mallee Coorong Local Health Network		
<b>Area</b>	Country Health Connect, Murray Bridge or Berri	<b>FTE</b>	1 FTE

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
  - Title of the position and vacancy reference number (from advertisement)
  - Outline of your reasons for applying for the position
  - Brief summary of your ability to fulfil the role:
    - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may like to include.
    - You do not need to address the selection criteria individually in your written application. These may be used to assess your suitability for the role during the merit-based selection process.
    - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements</i> b) Professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles</li> <li>▪ Previous involvement in service development (may include outcome measures, research &amp; evaluation)</li> <li>▪ Examples of competency in applying primary health care principles</li> </ul> c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> <li>▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. May include reference to training or additional qualifications <i>of relevance to this role</i> . b) Demonstrated commitment to own professional development.
3. Client / Customer Service	a) Knowledge of RMC services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency c) Knowledge of requirements relating to client confidentiality and client rights.
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Outline your communication and teamwork skills, <i>with examples</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement



# POSITION DESCRIPTION

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	Allied Health Professional AHP2		
<b>LHN</b>	Riverland Mallee Coorong Local Health Network				
<b>Area</b>	Country Health Connect – Berri, Murray Bridge	<b>FTE</b>	1.0	<b>Last Updated</b>	Feb 2024
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening Check <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups				
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category B <input type="checkbox"/> Category C				

## Broad Purpose of the Position

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

## Qualifications

Must hold a recognised qualification within the Occupational Therapy profession and be eligible for practicing membership of the relevant Professional Association. For those professions requiring Registration, all requirements to obtain and maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional association accredited continuing professional development program.

## 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.

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<p><b>Cultural Statement</b></p> <p>RMCLHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. RMCLHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture</p>		
<p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>▪ A current driver's license is essential, as is a willingness to drive on country roads and travel in light aircraft as required. Intra state travel will be required; interstate travel may be required.</li> <li>▪ Flexibility and some out of hours work may be required.</li> <li>▪ 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 (DHS).</li> <li>▪ 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 or from an accredited CrimTrac Provider confirming the clearance is for the purpose of unsupervised contact with vulnerable groups.</li> <li>▪ Prescribed positions under the National Disability Insurance Scheme (NDIS) Act 2013 must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.</li> <li>▪ NPCs must be renewed every 3 years thereafter from date of issue.</li> <li>▪ WWCCs and NDIS Worker Screening Checks must be renewed every 5 years thereafter from date of issue.</li> <li>▪ Will be required to comply with the requirements of the RMCLHN Procedure for Credentialing Allied Health and Scientific Health Professionals</li> <li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li> </ul>	<p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>▪ Receives line supervision from the Clinical Senior Occupational Therapist</li> <li>▪ Is clinically accountable to and receives clinical support and direction from the Senior Manager Occupational Therapy</li> <li>▪ Works under Clinical Supervision and direction from the Clinical Senior Occupational Therapy, in accordance with the <i>Allied Health Clinical Support Framework</i>.</li> <li>▪ Draws on multi-professional clinical networks for support in specialty areas of service delivery</li> <li>▪ Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community</li> <li>▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity</li> </ul>	
<p><b>Key Result Areas</b></p> <p>1. Technical Skills and Application</p>	<p><b>Generic Requirements</b></p> <p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills.</p> <p>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>1.3 May provide a broad range of clinical and consultative services across a range</p>	<p><b>Specific or Local Requirements</b></p> <ul style="list-style-type: none"> <li>▪ In collaboration with the Clinical Senior OT and Senior Manager OT contribute to the coordination and delivery of high quality, comprehensive and integrated OT services to eligible clients across the Region.</li> <li>▪ Provide direct clinical care to consumers with various conditions.</li> </ul>

# POSITION DESCRIPTION

	<p>of service settings, including one-on-one, group based and health promotion activities.</p> <p>1.4 Manage and prioritise personal workload and support others in developing workload management plans, including in the allocation of team resources</p>	<ul style="list-style-type: none"> <li>▪ Provide services to participants under the NDIS</li> <li>▪ Work in 1:1 situations as well as group sessions in collaboration with the other members of the multidisciplinary team, and at times within DECD sites</li> <li>▪ Contribute professional leadership in the application of clinical protocols and standards within the multi-disciplinary team and health unit/region.</li> <li>▪ Apply clinical skills to a broad scope of practice, delivering services which promote self-care and personal responsibility, and are appropriate to the rural / remote context</li> <li>▪ Coordinate an increasingly complex OT caseload and support other team members in managing the demands of the service. This will include providing services to other sectors such as acute, residential care &amp; community as well as paediatric children as needed.</li> <li>▪ Provides individual, group and population health services targeting at risk and priority clients and groups within the community, in accordance with service eligibility and prioritisation criteria</li> </ul>
<p>2. Personal and Professional Development</p>	<p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors or Senior managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills</li> <li>c. Utilising the support of mentors and peers</li> <li>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor</li> <li>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff</li> </ol> <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p>	<ul style="list-style-type: none"> <li>▪ Receive clinical direction, advice, mentorship and support from Senior Occupational Therapist</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within RMCLHN, and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>▪ Participate in RMCLHN and regional LHN OT Network</li> <li>▪ Provide clinical support to less experienced professional staff in the team or regional LHN's</li> <li>▪ Contribute to the supervision of OT students on clinical placement</li> <li>▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy.</li> </ul>

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	2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (e.g.: via professional networks and presenting papers for conferences and / or publishing)	
3 Client / Customer Service	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care</p>	<ul style="list-style-type: none"> <li>▪ Utilises service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs.</li> <li>▪ Support clients / carers / families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>▪ Have an appreciation and understanding of the needs of rural, CALD, ATSI communities and display cultural sensitivity in the development and delivery of services</li> </ul>
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<ul style="list-style-type: none"> <li>▪ Maintains appropriate statistics and records in accordance with RMCLHN requirements.</li> <li>▪ Use the Safety Learning System (SLS) to report patient clinical risks and incidents.</li> </ul>
5 Teamwork and Communication	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across RMCLHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of RMCLHN services.</p> <p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, foster teamwork and support others to develop effective working relationships and achieve team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including clients, the community, team members, management and other stakeholders</p> <p>5.5 Work in accordance with SA Health and RMCLHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> <li>▪ Contributes constructively and actively as a member of the multi-disciplinary team.</li> <li>▪ Actively participates in team meetings, other relevant staff meetings and other relevant organisational meetings as required.</li> </ul>

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<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services.</li> </ul>	
<p><b>Approved by Authorised Officer</b></p>	<p>..... / /</p>	<p><b>Accepted by Incumbent</b></p>	<p>..... / /</p>

# APPLICANT GUIDELINES



<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP2
<b>LHN</b>	Riverland Mallee Coorong Local Health Network (RMCLHN)		
<b>Area</b>	Country Health Connect – Berri, Murray Bridge	<b>FTE</b>	1.0

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
  - Title of the position and vacancy reference number (from advertisement)
  - Outline of your reasons for applying for the position
  - Brief summary of your ability to fulfil the role:
    - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of type of information you may like to include.
    - You do not need to address the selection criteria individually in your written application. They may be used to assess your suitability for the role during the merit-based selection process.
    - Keep it brief – no more than 2 pages

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts</li> <li>▪ Previous involvement in service development, including research &amp; evaluation</li> <li>▪ Examples of competency in applying primary health care principles</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role <ul style="list-style-type: none"> <li>▪ creativity, adaptability, resourcefulness, prioritisation &amp; problem-solving skills</li> </ul>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant</i> additional professional development or qualifications b) Information about your leadership style and experience
3. Client / Customer Service	a) Knowledge of and commitment to RMCLHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i> .
5. Teamwork and Communication	a) Examples of how you have contributed previously to service planning and development b) Outline your communication, teamwork and problem solving skills, with examples
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research