

POSITION DESCRIPTION

OFFICIAL

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| Job Title | Occupational Therapist | Classification | AHP2 | Position Number | TBA |
| Region | Flinders and Upper North Local Health Network (LHN) | Term | Ongoing | Position Created | January 2016 |
| Area | Flinders and Upper North Whyalla Community Mental Health (MH) Team | FTE | 1 | Last Updated | January 2023 |
| Criminal History Clearance Requirements: | | <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input type="checkbox"/> NDIS Worker Check | | | |
| 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 consumer contact) | | | |
| Broad Purpose of the Position | | | | | |
| <p>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 consumers, their carer's and families.</p> <p>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-disciplinary team, including health professionals and service providers from other sectors. The Occupational Therapist utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.</p> | | | | | |
| Qualifications | | | | | |
| Must hold a recognised Occupational Therapy qualification and as a regulated profession be eligible for registration as an occupational therapist within Australia. | | | | | |
| Handling of Official Information | | | | | |
| <p>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 consumer information other than in connection with the performance by them of their duties and/or as authorised.</p> <p>SA Health employees will not misuse information gained in their official capacity.</p> <p>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.</p> | | | | | |
| 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 | | | | | |
| SA Health welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. SA Health is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture. | | | | | |

Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Participation in an on call after hour's roster, 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 Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check through the Screening and Licensing Unit, Department for Human Services (DHS).
- 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 through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working Screening Check through the Department of Human Services (DHS) Screening Unit.
- National Police Certificates must be renewed every 3 years thereafter from date of issue.
- Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- Will be required to participate in the organisation's Performance Review and 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.
- Must be willing to undertake mandatory Management of Actual or Potential Aggression training.
- 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.
- Will be required to comply with the LHN Procedure for Credentiaing Allied Health and Scientific Health Professionals
- May be required to maintain a clinical caseload or clinical supervision responsibilities, the proportion of which may be subject to change, commensurate with other management / project / education / research responsibilities.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.

Key Relationships

- Reports operationally to the Manager Integrated MH Team through to the Director Mental Health for operational and administrative matters.
- Works under the clinical supervision, advice and support of the Advanced Clinical Lead, Occupational Therapy or Clinical Senior, Occupational Therapist in accordance with the LHN's *Allied Health Clinical Supervision Framework*.
- May contribute to the supervision of less experienced Occupational Therapy professionals, para-professional staff and students, under direction from the Clinical Senior Occupational Therapist or Advanced Clinical Lead, Occupational Therapy.
- Works within a multi-disciplinary framework, in collaboration with other health professionals, service providers and the community
- Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary LHN MH service, and members of the local health services.
- Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments.
- Supports and works collaboratively with less experienced members of the Occupational Therapy mental health profession including graduates and students.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.

| <ul style="list-style-type: none"> Flinders and Upper North LHN MH embraces the principles of positive psychology and aims to be a flourishing MH service that impacts meaningfully and positively on the communities it serves. To this end, Flinders and Upper North LHN MH promotes the principles of PERMA+, as described by Dr Martin Seligman- Adelaide Thinker in Residence Program, for our staff, consumers and partners. | | |
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| Key Result Areas | Generic Requirements | Specific or Local Requirements |
| 1. Technical Skills and Application | <p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to consumer 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 of service settings, including one-on-one, group based and health promotion activities.</p> <p>1.4 Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources.</p> | <p>The incumbent:</p> <ul style="list-style-type: none"> Continues to develop and maintain the core mental health skills and knowledge essential in being able to offer a quality and safe mental health service to consumers with a severe and enduring mental illness within a multidisciplinary context; Develops and maintains a working knowledge of regional and local support programs including home support services; Provides a comprehensive high-quality occupational therapy mental health service to consumers and their carer's; Incorporates an occupational perspective (inclusive of occupational therapy assessment and intervention) that is evidence based, informed and appropriate to post graduate experience, registration and credentialing status; Applies knowledge of contemporary methods of treatment and application in mental health; and Provides a consultancy service to other staff, agencies and community members regarding provision of holistic mental health care services to consumers. |
| 2. Personal and Professional Development | <p>2.1 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Specialists, Profession Leads and / or managers when required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study); Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills; Utilising the support of mentors and peers; Actively participating in the Annual Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor; and | <p>The incumbent:</p> <ul style="list-style-type: none"> In accordance with the LHN's Allied Health Clinical Supervision Framework actively engages in and develops a formal clinical supervision agreement with the Clinical Senior, Occupational Therapist and Advanced Clinical Lead, Occupational Therapy; Takes responsibility for attendance, preparation of agenda and formal reporting to ensure requirements for ongoing registration and credentialing of the LHN's <i>Allied Health Clinical Supervision Framework</i> are met; Actively participates within the regional LHNs Occupational Therapy and regional LHN MH service professional development activities; Adopts a proactive approach to developing and maintaining contemporary knowledge and skills in the Occupational Therapy Profession through participation in continuing education and staff development; |

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| | <p>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</p> <p>2.3 May be required to provide clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers / supervised staff 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).</p> | <ul style="list-style-type: none"> ▪ Develops and maintains inter and intra-professional clinical networks across South Australia and within regional LHN MH service and SA Health; ▪ Actively shares and seeks out knowledge relevant to Mental Health practice and shares knowledge from professional development workshops conferences with staff from the Occupational Therapy discipline and members of regional LHN MH service; ▪ Contributes to the supervision of students on clinical placement within the Occupational Therapy profession; and ▪ Attends mandatory and non-mandatory training opportunities required by the organisation and/or recommended by the direct line manager or clinical supervisor. |
| <p>3 Consumer / Customer Service</p> | <p>3.1 Treat all consumers 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 consumer-centred practice and community engagement principles in development and delivery of services, ensuring consumers are meaningfully involved in all aspects of their care.</p> <p>3.4 Engage with Aboriginal community/consumers in a culturally appropriate manner and show willingness to undertake further training in this manner.</p> <p>3.5 Demonstrate experience working with Aboriginal consumers.</p> <p>3.6 Demonstrate a general understanding of Aboriginal culture and a willingness to undertake further training in this area.</p> | <p>The incumbent:</p> <ul style="list-style-type: none"> ▪ Supports consumers through their consumer journey by applying a recovery orientated and an occupational perspective approach to practice that is evidence based formed; ▪ Utilises service eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs; ▪ Advocates on behalf of consumers with a mental illness; and ▪ Applies comprehensive knowledge of the National Mental Health Strategy, Mental Health Standards and relevant legislation. |
| <p>4 Administration and Documentation</p> | <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 (including Quality Risk & Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</p> | <p>The incumbent:</p> <ul style="list-style-type: none"> ▪ Maintains professional documentation and contributes to the development of consumer care plans; ▪ Contributes to the review, development and adaptation of clinical and administrative resources to support continuing practicing Improvement (CPI) initiatives; ▪ Participates in all auditing and evaluation (internal and external) procedures and recommendations; ▪ Maintains appropriate statistics and records in accordance with the LHN and SA Health requirements; |

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| | <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"> ▪ Contributes to a range of health promotions programs within the LHN MH service; ▪ Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback; and ▪ From the Occupational Therapy professional perspective, writes clear, detailed and comprehensive reports appropriately documenting clinical opinion and recommendations. |
| <p>5 Teamwork and Communication</p> | <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 regional LHNs; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of regional LHN 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 consumers, the community, team members, management and other stakeholders</p> <p>5.5 Work in accordance with the regional LHN's vision, mission, strategic priorities and values.</p> | <p>The incumbent:</p> <ul style="list-style-type: none"> ▪ Works as a member of a multidisciplinary team and contributes towards required clinical and administrative duties as appropriate. Actively participates in regular team meetings, participate in a duty roster system for intake of referrals; ▪ Actively participates in regional LHN MH and local staff forums as required; ▪ Works effectively with other agencies to ensure that consumers are able to access coordinated care appropriate to their needs; ▪ Allocates and coordinates the delivery of individual psychosocial support packages; ▪ Participates as a member of the Occupational Therapy professional group in the local region and across regional LHN MH services; and ▪ From the Occupational Therapy professional stream, contributes actively and constructively to consumer care planning by offering an Occupational Therapy discipline specific perspective. |

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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 consumer feedback on services and respond proactively to consumer complaints and feedback. As required, contribute to investigations of consumer 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> | <p>The incumbent:</p> <ul style="list-style-type: none"> ▪ Contributes to the ongoing review, development and evaluation and implementation of high quality and effective mental health services; ▪ Contributes to the effective use of clinical resources, through optimising the balance between direct service provision to individuals and groups, preventative and health promotion activities and consultancy to external agencies; ▪ In collaboration with the direct line manager, develop reports, submissions and proposals as required; and ▪ Contributes to local quality improvement activities and accreditation. |
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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

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

Aboriginal Health

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

**Approved by
Authorised
Officer**

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**Accepted by
Incumbent**

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APPLICANT GUIDELINES

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|------------------|---|-----------------------|---------|
| Job Title | Occupational Therapist | Classification | AHP2 |
| Region | Flinders and Upper North Local Health Network (LHN) | Term | Ongoing |
| Area | Flinders and Upper North Whyalla Community Mental Health (MH) Team | FTE | 1 |

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 |
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| 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"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts; ▪ Previous involvement in service development, including research and evaluation; ▪ Change management and project management skills / experience; and ▪ Competency in applying primary health care principles. c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role: <ul style="list-style-type: none"> ▪ Creativity, adaptability, resourcefulness, prioritisation and problem-solving skills. |
| 2. Personal and 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 / management style and experience. |
| 3. Consumer / Customer Service | a) Knowledge of and commitment to the LHN's services, priorities and strategic directions. b) Examples that demonstrate skills in community engagement, consumer-centred practice and cultural competency. |
| 4. Administration and Documentation | a) Information about relevant skills, experience and training – including those related to data management, competent use of technology etc. |
| 5. Teamwork and Communication | a) Examples of how you have contributed previously to service planning and development. b) Outline your communication, team work 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. |