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## SA Health Job Pack

Job Title	Administration Officer
Eligibility	Open to Everyone
Job Number	702845
Applications Closing Date	18 October 2019
Region / Division	Riverland Mallee Coorong Local Health Network
Health Service	Waikerie Health Service
Location	Waikerie
Classification	ASO2
Job Status	Permanent Part Time position working 30 hours per week
Total Indicative Remuneration	\$59,739 - \$64,388 p.a. (pro-rata)

## Contact Details

Full name	Murray Dalgleish
Phone number	8541 0555
Email address	<a href="mailto:Murray.Dalgleish@sa.gov.au">Murray.Dalgleish@sa.gov.au</a>

## 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:

- ☒ Working with Children Screening - **DHS**
- ☐ 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Immunisation

### **Risk Category B (indirect 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 B (indirect 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 <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

<b>Role Title:</b>	Administration Officer
<b>Classification Code:</b>	ASO2
<b>LHN/ HN/ SAAS/ DHA:</b>	Country Health SA Local Health Network
<b>Hospital/ Service/ Region</b>	Riverland Mallee Coorong Region
<b>Division:</b>	Waikerie Health Services
<b>Department/Section / Unit/ Ward:</b>	Administration
<b>Role reports to:</b>	Administration Manager
<b>Role Created/ Reviewed Date:</b>	Reviewed March 2019
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category</b>	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Administration Officer is responsible for the provision of a high quality confidential; customer focused administrative service to patients, care recipients, staff and visitors

The Administration Officer is required to provide high quality customer and administrative service across the health facility.

Will be required to maintain accurate Data entry into Chiron, Working Systems and CME, Oracle, Basware and CHRIS21.

### Key Relationships/ Interactions:

#### Internal

- > The Administration Officer reports to the Administration Manager, Waikerie Health Services for a range of Administrative activities.
- > Network and establish working relationships with other Administrative staff, Coder/s, and Medical staff.
- > Works as a member of the Administration Team to achieve team outcomes in a cooperative and constructive manner.

#### External

- > Aboriginal Health Services.
- > Local Health Networks and Other Government Agencies.
- > Medical Centre Staff.

**Challenges associated with Role:**

- > Be familiar with all aspects of administrative duties required to support Waikerie Health Services.
- > Prioritising of work and time management due to demands of the work environment.
- > Effectively liaising with all staff/clients on sensitive issues.
- > Handling confidential and sensitive situations with tact and empathy.
- > Using initiative and judgement when dealing with a broad range of procedures, standards and guidelines.

**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 and strategic directions.

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

### **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

### **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:**

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

### Special Conditions:

- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > 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 (DCSI).
- > 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 confirming the clearance is for the purpose of working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > 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.
- > Some out of hours work may be required.
- > Current SA Drivers Licence and willingness to drive government vehicles is required.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>The Administration Officer will contribute to the provision of a high quality customer service for both internal &amp; external clients by:</b>	<ul style="list-style-type: none"> <li>&gt; Attending to client enquiries on the telephone or in person and providing relevant advice and assistance and/or referring the enquiry to the most appropriate person for attention.</li> <li>&gt; Co-ordinate the booking of appointments for services provided by Waikerie Health Service as directed</li> <li>&gt; Attending to visitors in the reception area in a professional manner and ensuring they are directed appropriately.</li> <li>&gt; Assisting with the sorting, processing and distribution of electronic and hard copy correspondence as directed.</li> <li>&gt; Work closely with administration, clinical and support staff to enable effective functioning of team.</li> </ul>
<b>Ensure a professional, efficient administrative support service to the Riverland Mallee Coorong Region – Barmera Health Services</b>	<ul style="list-style-type: none"> <li>&gt; Arranging appointments with other directorates &amp; operational areas, health units, other agencies, community groups &amp; health providers.</li> <li>&gt; Undertaking accurate and timely word processing, preparation and editing of letters, minutes and other correspondence in accordance with departmental practices and procedures.</li> <li>&gt; Responding to queries and urgent issues in a timely manner when directed.</li> <li>&gt; Undertaking desktop publishing as required; particularly urgent or confidential items as directed.</li> <li>&gt; Liaising with outside organisations and staff to obtain information.</li> <li>&gt; Assisting in the development, maintenance and reviewing of systems and processes.</li> <li>&gt; Ensuring that the required security and audit procedures regarding receipting and banking of monies received over the counter are strictly adhered to by overseeing the daily operation of the same as required.</li> <li>&gt; Maintaining room bookings and arranging appropriate equipment.</li> <li>&gt; Maintaining medical record files in accordance to Policies, Procedures and Guidelines.</li> <li>&gt; Participating in implementing appropriate administrative systems at the local site.</li> <li>&gt; Monitoring and requisitioning stationery and minor office equipment/supplies.</li> </ul>
<b>Maintain accurate electronic and hardcopy records and files by:</b>	<ul style="list-style-type: none"> <li>&gt; Updating, filing and retrieving of relevant records &amp; files.</li> <li>&gt; Maintaining appropriate record management storage and retrieval systems for current and non-current files.</li> <li>&gt; Contributing to the management of client records as per GDS 17.</li> <li>&gt; Registering details onto the client management data system.</li> <li>&gt; Ensuring case notes and case note forms meet minimum data standards.</li> </ul>

<p><b>Promote a positive and safe work environment by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Comply with workplace policies and procedures.</li> <li>&gt; Participate in all activities associated with the management of workplace health and safety.</li> <li>&gt; Identify and report all health and safety risks, accidents, incidents injuries property damage and near misses in the workplace.</li> <li>&gt; Participating in a range of continuous quality improvement activities.</li> <li>&gt; Comply with and have a working knowledge and understanding of Infection Control policies and procedures.</li> <li>&gt; Cultural sensitivity is maintained by attending and contributing to their learning in diversity of Cultural awareness and cross cultural training, with a frequency determined as appropriate by the organisation.</li> </ul>
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## **PERSON SPECIFICATION**

### **Knowledge, Skills and Experience**

#### **ESSENTIAL MINIMUM REQUIREMENTS**

##### **Educational/Vocational Qualifications**

- > Nil

##### **Personal Abilities/Aptitudes/Skills:**

Ability to:

- > Demonstrated ability to communicate effectively both verbally and in writing with a wide range of clients, members of the community, and staff of all levels both internal and external to the health service.
- > Demonstrated ability to work as a team member and contribute positively to a spirit of team cooperation.
- > Ability to work without supervision utilising initiative and/or judgement to ensure the timely completion of tasks and/or activities as directed.
- > Ability to use time and task management skills to optimise the organisation and efficiency of the Administration department.
- > Proven ability to meet deadlines under pressure and to take initiative where appropriate.
- > Proven ability to problem solve and report relevant issues to the Manager.
- > Adhere to instructions, established practices, procedures and guidelines.

##### **Experience**

- > A high level of competency in the use of computers, word processing and office administration processes and procedures.
- > Experience in providing administrative & clerical support services.
- > Sound word processing and data entry skills.
- > Can-o-file experience.

##### **Knowledge**

Knowledge of:

- > Record keeping and archiving systems.
- > Quality Assurance practices.
- > Maintaining customer / client databases
- > Freedom of Information Act.

## **DESIRABLE CHARACTERISTICS**

### **Experience:**

- > Previous experience working with Medical Records in a Health Care environment.
- > Medical Terminology Certificate.

### **Personal Abilities/Aptitudes/Skills:**

- > Knowledge of primary health care and community health principles.
- > Administration experienced in a Health Service environment.

### **Knowledge**

- > Safe work practices.
- > General knowledge of Government Administrative Instruction and procedures and relevant legislation.
- > Demonstrated knowledge of current Microsoft suite of programs.
- > Principles and application of grant funding and ACFI.
- > Chiron Production and Microsoft office software.

## 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.

## 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:** Murray Dalgleish

**Role Title:** Director of Nursing and Midwifery

**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:**