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## SA Health Job Pack

Job Title	Occupational Therapist
Job Number	667942
Applications Closing Date	15 August 2018
Region / Division	Country Health SA Local Health Network
Health Service	Barossa Hills Fleurieu Community Health Service
Location	Victor Harbor
Classification	AHP1
Job Status	Temporary Full Time Appointment (up to 28/1/2019)
Indicative Total Remuneration*	\$66,603 - \$81,572 pa

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Deborah Adair
Phone number	8552 0649
Email address	deborah.adair@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

# POSITION DESCRIPTION

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP1	<b>Position Number</b>	M32953
<b>Region</b>	Country Health SA (CHSA) LHN	<b>Term</b>	Temporary Contract	<b>Position Created</b>	
<b>Area</b>	Barossa Hills Fleurieu Community Health Service	<b>FTE</b>	1.0 FTE	<b>Last Updated</b>	19/02/2018

## Broad Purpose of the Position

Under the direct supervision of a responsible senior professional, 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-disciplinary team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches

## Qualifications

Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia. Must fulfill all requirements to achieve and maintain current registration.

## 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

- 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.
- Flexibility and some out of hours work may be required.
- Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- Will be required to comply with the requirements of the CHSA

## Key Relationships

- Receives line supervision from the Team Leader, Out of Hospital Services
- Works under Clinical Supervision and direction from a Senior Occupational Therapist in accordance with the *CHSA Allied Health Clinical Support Framework*.
- Draws on multi-professional clinical networks for support in specialty areas of service delivery and received day to day support from an AHP2 Occupational Therapist
- 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

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Procedure for Credentiailling Allied Health and Scientific Health Professionals		
Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<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 senior professional 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 range of Occupational Therapy services in a community based setting across BHFR.</li> <li>• Provide individual, group and population health services targeting at risk and priority clients and groups within the community, in accordance with Community Health Service eligibility and prioritisation criteria.</li> </ul>
2. Personal and Professional Development	<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> <p>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 and allied health assistants.</p>	<ul style="list-style-type: none"> <li>▪ Receive clinical advice, mentorship and support from an AHP2 Occupational Therapist within the cluster</li> <li>▪ Develop and maintain inter and intra-professional Occupational Therapy networks within BHFR, CHSA and South Australia, actively sharing and seeking out knowledge of effective practice</li> <li>▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants</li> <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 Community Health Program eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs.</li> <li>• Develop an understanding of the needs of rural, culturally diverse and Aboriginal communities.</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 (including Quality Risk &amp; Safety [QRS], Adequate Records Management [ARM] Client Management Engine [CME] and My Aged Care [MAC]).</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in</p>	<ul style="list-style-type: none"> <li>▪ Maintains appropriate statistics and records in accordance with CHSA and BHFR requirements</li> <li>▪ Contributes to a range of health promotion programs within the BHFR.</li> <li>▪ Utilises the Safety Learning System (SLS) to report patient risks, incidents and client feedback</li> </ul>

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	fulfilling the requirements of the role 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.	
5 Teamwork and Communication	5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of CHSA services. 5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals. 5.3 Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals 5.4 Communicate effectively with a range of people (both verbally and in writing) 5.5 Work in accordance with CHSA's vision, mission, strategic priorities and values	<ul style="list-style-type: none"> <li>Works as a member of the BHFR multi-disciplinary Community Health team.</li> <li>Contributes constructively and actively as a member of the multi-disciplinary team</li> <li>Actively participates in team meetings and other relevant organisational meetings as required.</li> </ul>
6 Continuous Improvement	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.	<ul style="list-style-type: none"> <li>Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services within Community Health and the BHFR.</li> <li>Contribute to the local quality improvement activities and the Accreditation process.</li> </ul>
Approved by Authorised Officer	..... / /	Accepted by Incumbent ..... / /

# APPLICANT GUIDELINES

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP1
<b>Region</b>	Country Health SA	<b>Term</b>	Temporary Contract
<b>Area</b>	BHFR Community Health Services	<b>FTE</b>	1.0 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 <i>(suggestions of information to include in your application)</i>
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) Any experience in leadership and management - work or non-work roles c) Demonstrated commitment to own professional development.
3. Client / Customer Service	a) Knowledge of CHSA 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 team work 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