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# SA Health Job Pack

Job Title Occupational Therapist	
Eligibility Open to Everyone	
Job Number 692513	
Applications Closing Date 26/7/19	
Region / Division         Eyre & Far North Local Health Network	
Health Service         Port Lincoln Community Health	
Location	Port Lincoln
Classification AHP1 / AHP2	
Job Status Temporary, Full-time appointment up to 30/06/2020	
Total Indicative Remuneration	AHP1 \$69,932 - \$85,238 / AHP2 \$90,046 - \$104,475

### **Contact Details**

Full name     Caitlin Parker	
Phone number	8683 2077
Email address	caitlin.parker@sa.gov.au

# **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 <u>www.sahealth.sa.gov.au/careers</u> - 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). <u>Please click here for further information on these requirements</u>.

# 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 -

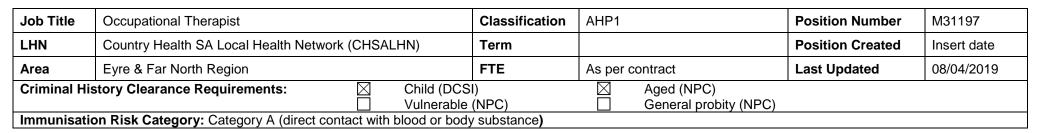
- A covering letter of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- A current Curriculum vitae/Resume that includes your personal details, relevant employment history, education,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

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### **Broad Purpose of the Position**

With clinical support from the Senior Occupational Therapist, the Occupational Therapist is responsible to the Regional Community Health Team Leader for contributing 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 and evaluation approaches.

The incumbent is able to reside in any of the following communities: Port Lincoln, Elliston, Streaky Bay, Ceduna, Wudinna, Cleve, Cowell, Kimba, Tumby Bay or Cummins. The incumbent will be required to provide a regional service to more than one community within the Eyre & Far North Region including those listed above on a regular and rostered schedule.

#### Qualifications

Must hold a recognised qualification within the relevant allied health profession, and be eligible for full membership of the relevant Professional Association.

For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional associations' accredited continuous 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**

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



Local Health Network

Sp - - - -	country roads and will be required; i Flexibility and son Prescribed Positi obtain a satisfact History Clearance Department for C Approved Aged C Accountability Pr 2007 (Cth) must (NPC) through th for the purpose o Prescribed Positi clearance. Background Scree must be renewed Will be required t Procedure for Cree Professionals Meet immunisatio Guidelines for He Appointment is s	license is essential, as is a willingness to drive on d travel in light air craft as required. Intra state travel nterstate travel may be required. The out of hours work may be required. Tons under the <i>Children's Protection Act (1993)</i> must ory Background Screening and National Criminal e through the Screening and Licensing Unit, communities and Social Inclusion (DCSI). <i>Care Provider Positions</i> as defined under the <i>inciples 1998</i> made in pursuant to the <i>Aged Care Act</i> obtain a satisfactory National Police Certificate e South Australia Police confirming the clearance is f working in Aged Care. <i>Tons</i> will also require a NPC general probity ening and National Criminal History Clearances I every 3 years thereafter from date of issue. o comply with the requirements of the CHSALHN edentialling Allied Health and Scientific Health on requirements as outlined by <i>the Immunisation</i> <i>ealth Care Workers in South Australia 2014.</i> subject to immunisation risk category requirements that	<ul> <li>Works under Clinical Supervision and direction from the AHP2 Physiotherapist in accordance with the CHSA Allied Health Clinical Support Framework.</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> <li><i>Care Act</i> ate arance is</li> <li>ALHN tth ation</li> <li>uirements</li> </ul>	
Ke	y Result Areas	Generic Requirements	•	Specific or Local Requirements
1.	Technical Skills and Application	<ol> <li>Provide a broad range of clinical services, select procedures and standards which are generally v</li> <li>Exercise professional judgment within prescribe Senior to verify methods and results</li> <li>Provide straight forward clinical services, includi promotion activities</li> <li>Manage and prioritise personal workload</li> </ol>	vell established and straight forward d areas, with support from a Clinical	<ul> <li>Provide a broad range of occupational therapy services in various settings across the region, including individual, group and population health initiatives;</li> <li>Apply Primary Health Care and Community Development Principles to the planning and delivery of services;</li> <li>Provide occupational therapy services in clinical areas including but not limited to: inpatients, outpatients, paediatric and aged care clients.</li> </ul>
2.	Personal and Professional	2.1 Operate under direct supervision (which will dec draw on support from experienced peers of dive		<ul> <li>Receive clinical advice, mentorship and support from local AHP2 Occupational Therapist;</li> </ul>

### **POSITION DESCRIPTION**



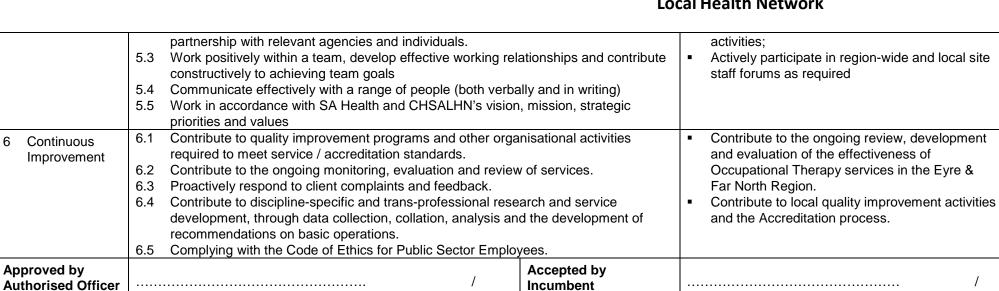
Development	<ul> <li>Managers as required.</li> <li>2.2 Display a commitment to continuous personal and professional development by: <ul> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge</li> <li>b. Applying 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> </ul> </li> <li>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers</li> <li>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.</li> </ul>	<ul> <li>Receive regular clinical support, supervision and direction from the AHP3 Clinical Senior Occupational Therapist, under formal arrangement in accordance with the CHSALHN Allied Health Professional Clinical Support Policy;</li> <li>Develop and maintain inter and intraprofessional clinical networks within the Eyre &amp; Far North region, CHSALHN and SA Health, actively sharing and seeking out knowledge of effective practice;</li> <li>Actively participate in the CHSALHN Occupational Therapy Network;</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	<ul> <li>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.</li> <li>3.2 Promote cultural safety by valuing &amp; promoting the cultural needs of the community.</li> <li>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</li> </ul>	<ul> <li>Support consumers through the patient journey, providing effective assessment, timely referrals, accurate information, coordinated care and prompt follow up;</li> <li>Utilise service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs.</li> </ul>
4 Administration and Documentation	<ul> <li>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</li> <li>4.2 Contribute to the efficient and effective use of materials and resources.</li> <li>4.3 Prepare reports which incorporate recommendations on straight forward operations.</li> <li>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</li> <li>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</li> <li>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.</li> </ul>	<ul> <li>Maintains appropriate statistics and records in accordance with CHSALHN and region requirements;</li> <li>Contributes to a range of health promotion programs within the region;</li> <li>Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback.</li> </ul>
5 Teamwork and Communication	<ul> <li>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of CHSALHN services.</li> <li>5.2 Promote service integration through the development of active collaborative</li> </ul>	<ul> <li>Contribute constructively and actively as a member of the multi-disciplinary team;</li> <li>Actively participate in Team meetings and</li> </ul>

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### **POSITION DESCRIPTION** Country Health SA



### Local Health Network

Job Title	Occupational Therapist	Classification	AHP1
LHN	Country Health SA Local Health Network	Term	
Area	Eyre & Far North Region	FTE	As per contract

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

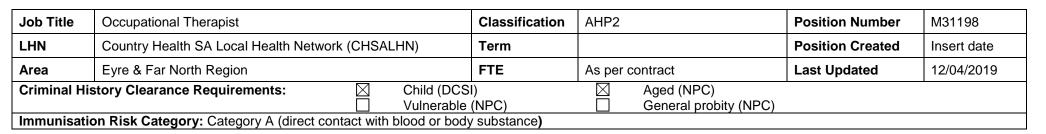
- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
  - Title of the position and vacancy reference number (from advertisement)
  - Outline of your reasons for applying for the position
  - 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 (suggestions of information to include in your application)
1.	Technical Skills and Application	<ul> <li>a) Your professional qualifications, professional association membership and registration status (if relevant) - refer page 1 for minimum qualification requirements</li> <li>b) Professional experience relevant to this role: <ul> <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>Project management skills or knowledge of project management principles</li> <li>Examples of competency in applying primary health care principles</li> </ul> </li> <li>c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul> <li>e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills</li> </ul> </li> </ul>
2.	Personal & professional development	<ul> <li>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></li> <li>b) Any experience in leadership and management - work or non-work roles</li> </ul>
3.	Client / Customer Service	<ul> <li>a) Knowledge of CHSALHN services, priorities and strategic directions</li> <li>b) Previous experience &amp; skills in community engagement, client-centred practice and cultural competency</li> </ul>
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	<ul> <li>a) Outline your communication and team work skills, <i>with examples</i></li> <li>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</li> </ul>
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

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### **Broad Purpose of the Position**

The Occupational Therapist, Rural Generalist 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 rural / remote community. The Occupational Therapist (OT) 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 including individual therapy, group programs, health promotion and community development projects.

The incumbent is able to reside in any of the following communities: Port Lincoln, Elliston, Streaky Bay, Ceduna, Wudinna, Cleve, Cowell, Kimba, Tumby Bay or Cummins. The incumbent will be required to provide a regional service to more than one community within the Eyre & Far North Region including those listed above on a regular and rostered schedule.

#### Qualifications

Must hold a recognised qualification within the relevant allied health profession, and be eligible for full membership of the relevant Professional Association.

For those disciplines requiring Registration, all requirements to maintain current registration must be fulfilled. For self-regulated professions it is desirable to participate in the professional associations' accredited continuous 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**

CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace.



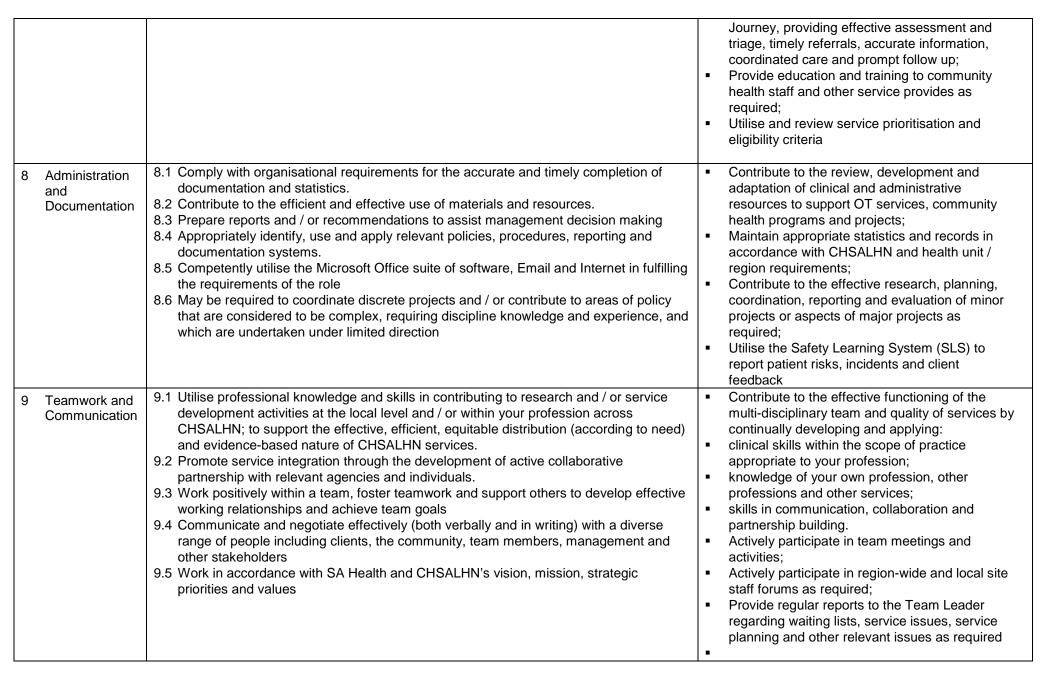
CSHALHN is a cultu	rally inclusive work environment that is respectful of Ab	original and Torres Strait Islander cultu	re
<ul> <li>country roads ar will be required;</li> <li>Flexibility and so</li> <li>Prescribed Position</li> <li>obtain a satisfact History Clearance</li> <li>Department for Clearance</li> <li>Approved Aged Accountability Prescribed Positic (NPC) through the for the purpose of Prescribed Positic clearance.</li> <li>Background Scrumust be renewer</li> <li>Will be required Procedure for Clearances</li> <li>Meet immunisatic Guidelines for H</li> <li>Appointment is</li> </ul>	a license is essential, as is a willingness to drive on ad travel in light air craft as required. Intra state travel interstate travel may be required. me out of hours work may be required. <i>ions</i> under the <i>Children's Protection Act (1993)</i> must tory Background Screening and National Criminal e through the Screening and Licensing Unit, Communities and Social Inclusion (DCSI). <i>Care Provider Positions</i> as defined under the <i>rinciples 1998</i> made in pursuant to the <i>Aged Care Act</i> obtain a satisfactory National Police Certificate the South Australia Police confirming the clearance is of working in Aged Care. <i>ions</i> will also require a NPC general probity eening and National Criminal History Clearances d every 3 years thereafter from date of issue. to comply with the requirements of the CHSALHN redentialling Allied Health and Scientific Health on requirements as outlined by <i>the Immunisation</i> <i>ealth Care Workers in South Australia 2014</i> subject to immunisation risk category requirements there may be ongoing immunisation requirements that	<ul> <li>Works under Clinical Supervision accordance with the CHSA Allied</li> <li>Works within a multi-disciplinary professionals, service providers a</li> </ul>	egional Community Health Team Leader on and direction from the AHP2 Physiotherapist in <i>Health Clinical Support Framework.</i> / team framework, in collaboration with other health nd the community fulfill a higher position, appropriate to the incumbent's
Key Result Areas	Generic Requirements		Specific or Local Requirements
3. Technical Skills and Application	<ol> <li>Apply professional expertise, developing general competence and experience to provide profession circumstances requiring increasingly complex provide a professional judgment in the selection methods, procedures and techniques within the May provide a broad range of clinical and consuservice settings, including one-on-one, group bar Manage and prioritise personal work load and sumanagement plans, including in the allocation of the selection of the s</li></ol>	onal services to client groups in ractice skills. and adaptation of established profession. Itative services across a range of used and health promotion activities. upport others in developing workload	<ul> <li>In collaboration with the Regional CH Team Leader, contribute to the coordination and delivery of high quality, comprehensive and integrated OT services to eligible clients across the region;</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</li> </ul>



			•	personal responsibility, and are appropriate to the local rural / remote context; Coordinate an increasingly complex OT caseload and support other team members in managing the demands of the service; Apply Primary Health Care and Community Participation principles to ensure OT services are responsive to changing community needs and improve health outcomes
4.	Personal and Professional Development	<ul> <li>6.6 Work under reduced clinical supervision, and proactively draw on the support of experienced peers of diverse professional backgrounds, Clinical Seniors, Advanced Clinical Leads and / or managers when required.</li> <li>6.7 Display a commitment to continuous personal and professional development by: <ul> <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 supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</li> </ul> </li> <li>6.9 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (eg: via professional networks and presenting papers for conferences and / or publishing)</li> </ul>	•	Receive clinical supervision, direction, advice, mentorship and support from the AHP3 Clinical Senior Occupational Therapist; In collaboration with the Regional CH Team Leader and Senior OT, develop a formal Clinical Supervision agreement, fulfill all obligations under this agreement, and review it annually; Develop and maintain inter and intra- professional clinical networks within the Eyre & Far North region, CHSALHN and SA Health, actively sharing and seeking out knowledge of effective practice; Actively participate in the CHSALHN Occupational Therapy Network; Provide clinical support to less experienced professional and support staff in the Team; Contribute to the supervision of Occupational Therapy students on clinical placement in the region; Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy
7	Client / Customer Service	<ul> <li>7.1 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.</li> <li>7.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</li> <li>7.3 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</li> </ul>	•	Develop and apply increasing understanding of the needs of rural, culturally diverse and Aboriginal communities; Ensure clients / customers receive appropriate occupational therapy services by applying cultural sensitivity, social justice and community participation principles; Support consumers through the Patient

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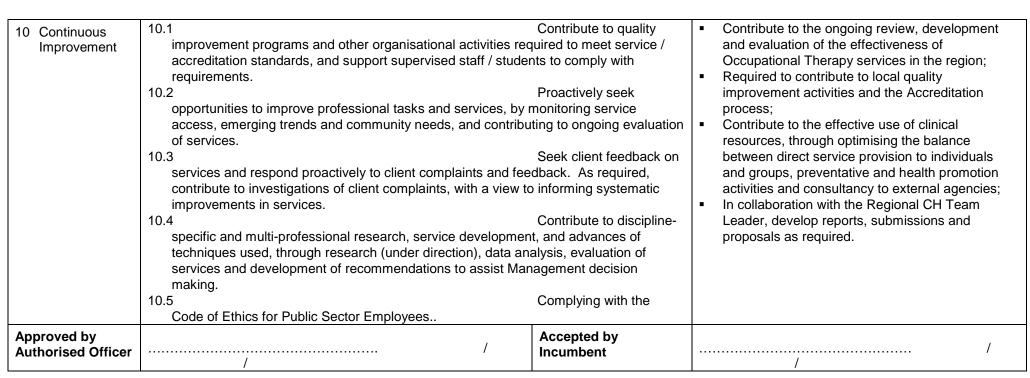
SA Health



# **POSITION DESCRIPTION**

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SA Health



# **APPLICANT GUIDELINES**

# **Country Health SA**



Government of South Australia SA Health

l	Local	Health	Network	

Job Title Occupational Therapist		Classification	AHP2
LHN	Country Health SA Local Health Network	Term	
Area	Eyre & Far North Region	FTE	As per contract

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

- A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of (1) 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 0 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. 0 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 0

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

Ke	y Result Area	Selection Criteria (suggestions of information to include in your application)	
7.	Technical Skills and Application		
8.	Personal & professional development	<ul> <li>c) 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 of relevance to this role.</li> <li>d) Any experience in leadership and management - work or non-work roles</li> </ul>	
9.	Client / Customer Service	<ul> <li>c) Knowledge of CHSALHN services, priorities and strategic directions</li> <li>d) Previous experience &amp; skills in community engagement, client-centred practice and cultural competency</li> </ul>	
10.	Administration & Documentation	<ul> <li>b) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant</i>.</li> </ul>	
11.	Teamwork and Communication	<ul> <li>c) Outline your communication and team work skills, <i>with examples</i></li> <li>d) <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</li> </ul>	
12.	Continuous Improvement	<ul> <li>b) Examples of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement</li> </ul>	