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SA Health Job Pack

Job Title	Occupational Therapist
Eligibility	Open to Everyone
Job Number	878382
Applications Closing Date	10/10/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Community and Allied Health
Location	Gawler/Barossa
Classification	AHP1
Job Status	Temporary Full time position working up to 14 October 2025
Salary	\$68,478 to \$83,594 p.a.

Contact Details

Full name	Skye Reimann
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Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

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

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

Immunisation

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

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

Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

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

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

POSITION DESCRIPTION



Job Title	Occupational Therapist – Paediatrics	Classification	AHP1	Position Number	P21518
LHN	Barossa Hills Fleurieu Local Health Network	Term	As per advertisement	Position Created	
Area	Community and Allied Health	FTE	As per advertisement	Last Updated	06/07/2023/
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> DHS Disability Services Employment Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups			
Immunisation Risk Category:		<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)			

Broad Purpose of the Position

Under the direct supervision of an experienced AHP2 Occupational Therapist, the Paediatric Occupational Therapist (OT) will contribute to the delivery of a comprehensive and integrated range of health services, appropriate to the needs of the local community and the Early Childhood Team. To achieve this, the Paediatric OT 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 as per the regional Local Health Networks Children's Health and Development Team Model of Care.

Qualifications

Must hold a recognised qualification within the Occupational Therapy 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.

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

Barossa Hills Fleurieu Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Barossa Hills Fleurieu Local Health Network 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 aircraft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.

Key Relationships

- Receives line supervision from Children's Health And Development Team Leader

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- 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 (WWCC) 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 (NPC) 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 Worker 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.
- NDIS Worker Screening Check must be renewed every 5 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.
- Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- Works under Clinical Supervision and direction from the Senior and Clinical Senior Occupational Therapy, in accordance with the *CHSA Allied Health Clinical Support Framework*.
- Draws on multi-professional clinical networks for support in specialty areas of service delivery
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity

Performance Development

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Barossa Hills Fleurieu Local Health Network Inc. values and strategic directions.

General Requirements:

*NB References to legislation, policies and procedures includes any superseding versions

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 Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.
- Disability Discrimination.

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- Independent Commissioner Against Corruption Act 2012 (SA).
- SA Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, Public Sector Act 2009 (SA), Health Care Act 2008 (SA), 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.
- Health Practitioner Regulation National Law (South Australia) Act 2010.
- Mental Health Act 2009 (SA) and Regulations.
- Controlled Substances Act 1984 (SA) and Regulations.
- Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- SA Health / Barossa Hills Fleurieu Local Health Network Inc. policies, procedures and standards.

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	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 1.2 Exercise professional judgment within prescribed areas, with support from a Clinical Senior to verify methods and results 1.3 Provide straight forward clinical services, including one-on-one, group and health promotion activities 1.4 Manage and prioritise personal workload	<ul style="list-style-type: none"> ▪ Based within the Barossa Hills Fleurieu Local Health Network, Community and Allied Health, the Occupational Therapist will provide direct clinical care to children ranging in age from 0 – 7 years and their families who are eligible to receive services within the Children's Health And Development (CHAD) Team ▪ Provide services to children accessing NDIS with various conditions such as global developmental delay, autism spectrum disorder and sensory disorders ▪ Work in 1:1 situations as well as group sessions in collaboration with the other members of the multidisciplinary team, and at times within DECD sites ▪ Manage caseload in collaboration with AHP2 Paediatric Occupational Therapist
2. Personal and Professional Development	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. 2.2 Display a commitment to continuous personal and professional development by: <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 Applying reflective practice skills Utilising the support of mentors and peers Actively participating in the professional development and review (PDR) process including developing and pursuing a personal / professional development plan 	<ul style="list-style-type: none"> ▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your Program Manager, develop a formal Clinical Supervision arrangement with suitably skilled and experienced OT. Fulfill all obligations under this agreement, and review it annually ▪ Develop and maintain inter and intra-professional clinical networks within the BHF Regional LHN and South Australia, actively sharing and seeking out knowledge of effective practice ▪ Participate in the rLHN and BHFLHN Occupational Therapy Network ▪ With experience, provide support to peers and contribute to the supervision of work experience students / allied health assistants. ▪ Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training

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	<p>in consultation with your line manager / clinical supervisor</p> <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 / AH assistants.</p>	
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 & 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"> ▪ [Develop and apply increasing understanding of the needs of rural, culturally diverse and Aboriginal communities ▪ Ensure clients/customers receive appropriate OT services by applying cultural sensitivity, social justice and community participation principles ▪ Support consumers through the Patient Journey providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up ▪ Ensure the accurate documentation and reporting of assessments, review, referrals and update of own client files (case management) ▪ Utilise and review service prioritisation and eligibility criteria ▪ Work within a confidentiality framework ▪ Have an appreciation and understanding of the needs of rural, CALD, ATSI communities and display cultural sensitivity in the development and delivery of services]
4 Administration and Documentation	<p>4.1 Contribute to the efficient and effective use of materials and resources.</p> <p>4.2 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.3 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.4 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role</p> <p>4.5 May be required to undertake projects or assignments of limited scope and complexity, or contribute to a minor phase of a broader / more complex project.</p>	<ul style="list-style-type: none"> ▪ iRewards tool utilised to assist prioritisation of service provision ▪ Maintain appropriate statistics and records in accordance with BHF LHN requirements ▪ Contribute to the effective research, planning, coordination, reporting and evaluation of minor projects or aspects of major projects as required ▪ Report any issues or concerns to the Program Manager, Community Care in a timely manner ▪ Utilise the Safety Learning System (SLS) to report client/consumer risks, incidents and client feedback
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of BHFLHN services.</p>	<ul style="list-style-type: none"> ▪ Works as a member of the multi-disciplinary Children's Health and Development team, within BHF Region ▪ Facilitates clinical assessment, treatment and cross –referral and review as required for clients referred to the Children's Health and Development Team (CHAD)

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	<p>5.2 Promote service integration through the development of active collaborative partnership with relevant agencies and individuals.</p> <p>5.3 Work positively within a team, develop effective working relationships and contribute constructively to achieving team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including clients, the community, team members, management and other stakeholders</p> <p>5.5 Work in accordance with SA Health and BHF LHN's vision, mission, strategic priorities and values</p>	<ul style="list-style-type: none"> ▪ Supports the coordination of services for children with special needs and ensure effective transitions across community settings] ▪ Contributes to the effective functioning of the multi-disciplinary team and quality of services by continually developing and applying clinical skills within the scope of your profession; knowledge of your own profession, other professions and other services and skills in communication, collaboration and partnership building ▪ Contributes constructively and actively as a member of the CHAD multi-disciplinary team ▪ Actively participates in BHF CHAD Team meetings, rLHN Staff Meetings and other relevant organisational meetings as required 	
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards.</p> <p>6.2 Contribute to the ongoing monitoring, evaluation and review of services.</p> <p>6.3 Proactively respond to client complaints and feedback.</p> <p>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.</p> <p>6.5 Complying with the Code of Ethics for Public Sector</p>	<ul style="list-style-type: none"> ▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy and Early Childhood services in the BHF LHN] ▪ Interpret data to monitor effectiveness and adequacy of services, comply with data collection processes and reporting requirements ▪ Develop innovative interventions for clients based on theoretical concepts, research and client orientated outcome measures ▪ Comply with Universal Precautions for Infection Control 	
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p>	<p>..... / /</p>

APPLICANT GUIDELINES



Job Title	Occupational Therapist - Paediatric	Classification	AHP1
LHN	Barossa Hills Fleurieu Local Health Network	Term	Short-term contract
Area	Community and Allied Health	FTE	As per advertisement

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.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Personal Abilities/Aptitudes/Skills:

- > Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.

Experience

- > Experience working with Aboriginal consumers.

Knowledge

- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts ▪ Previous involvement in service development, (may include outcome measures, research & evaluation) ▪ Change management & project management skills / experience ▪ 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"> ▪ <i>creativity, adaptability, resourcefulness, prioritization & problem solving skills</i>
2. Personal & professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. E.g.: <i>relevant</i> additional professional development or qualifications b) Information about your leadership / management style and experience
3. Client / Customer Service	a) Knowledge of and commitment to Barossa Hills Fleurieu Local Health Network services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.

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4. Administration & 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, <i>with examples</i>
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research