

# i can

...do something  
more meaningful



## SA Health Job Pack

Job Title	Occupational Therapist
Eligibility	Open to Everyone
Job Number	697212
Applications Closing Date	13/12/19
Region / Division	Flinders and Upper North Local Health Network
Health Service	Port Augusta Community Health
Location	Port Augusta and Whyalla
Classification	AHP1
Job Status	Temporary, Full-time appointment up to 30/06/2020
Total Indicative Remuneration	\$71,596 - \$87,209

## Contact Details

Full name	Patricia Wales
Phone number	0466 024 302
Email address	patricia.wales@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 [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 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 <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



Job Title	Occupational Therapist	Classification	AHP1	Position Number	M31730,
LHN	Country Health SA Local Health Network (CHSALHN)	Term	Contract to 30 June 2020	Position Created	Insert date
Area	Flinders and Upper North Region, multiple positions	FTE	Full time	Last Updated	29/05/2019
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> Child (DCSI) <input type="checkbox"/> Vulnerable (NPC)	<input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> General probity (NPC)		
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 Senior Occupational Therapist, 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-professional team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches

## Qualifications

Must hold a recognised qualification within the Occupational Therapy profession, and be eligible for full membership of the Occupational Therapy Board of Australia. 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. CHSALHN 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.
- Prescribed Positions* under the *Children's Protection Act (1993)* must

## Key Relationships

- Receives line supervision from Team Leader
- Works under Clinical Supervision and direction from the Clinical 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

# POSITION DESCRIPTION

<p>obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).</p> <ul style="list-style-type: none"><li>▪ <i>Approved Aged Care Provider Positions</i> as defined under the <i>Accountability Principles 1998</i> made in pursuant to the <i>Aged Care Act 2007 (Cth)</i> must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care.</li><li>▪ <i>Prescribed Positions</i> will also require a NPC general probity clearance.</li><li>▪ Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.</li><li>▪ Will be required to comply with the requirements of the CHSALHN Procedure for Credentiaing Allied Health and Scientific Health Professionals</li><li>▪ Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.</li></ul>		<ul style="list-style-type: none"><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></ul>
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 Clinical Senior 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 broad range of Occupational Therapy services in various settings across the Flinders and Upper North Region, including individual, group and population health initiatives</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> <ul 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></ul> <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>	<ul style="list-style-type: none"><li>▪ Receive clinical advice, mentorship and support from AHP 2 Occupational Therapist within the Flinders and Upper North Region.</li><li>▪ Receive regular clinical support, supervision and direction from the AHP 3 Regional Senior Occupational Therapist, under formal arrangement in accordance with the <i>CHSA AHP Clinical Support Policy</i>.</li><li>▪ Develop and maintain inter and intra-professional clinical networks within the Region, CHSALHN and South Australia, actively sharing and seeking out knowledge of effective practice</li><li>▪ 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 and students</li></ul>

# POSITION DESCRIPTION



		<ul style="list-style-type: none"> <li>on clinical placement</li> <li>Adopt a proactive approach to developing and maintain contemporary knowledge and skills in Occupational Therapy</li> </ul>
3 Client / Customer Service	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. 3.2 Promote cultural safety by valuing & promoting the cultural needs of the community. 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	<ul style="list-style-type: none"> <li>Support consumers through the <i>patient journey</i>, providing effective assessment, timely referrals, accurate information, coordinated care and prompt follow up</li> <li>Utilize service eligibility and prioritization frameworks to inform work plans and services in accordance with community needs.</li> </ul>
4 Administration and Documentation	4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics. 4.2 Contribute to the efficient and effective use of materials and resources. 4.3 Prepare reports which incorporate recommendations on straight forward operations. 4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems. 4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in 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.	<ul style="list-style-type: none"> <li>Maintain appropriate statistics and records in accordance with CHSA, region and health unit requirements</li> <li>Contribute to a range of Country Health Connect promotional programs and projects across the Flinders and Upper North Region</li> <li>Utilize the Safety Learning System (SLS) to report patient risks, incidents and client feedback</li> </ul>
5 Teamwork and Communication	5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of CHSALHN 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 SA Health and CHSALHN's vision, mission, strategic priorities and values	<ul style="list-style-type: none"> <li>Contribute constructively and actively as a member of the multi-disciplinary team</li> <li>Actively participate in Team Meetings and activities</li> <li>Actively participate in Flinders and Upper North Region wide and local site staff forums 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 in the Flinders and Upper North Region.</li> <li>Contribute to local quality improvement activities and the Accreditation process.</li> </ul>
Approved by Authorised Officer	..... /	Accepted by Incumbent .....

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP1
<b>LHN</b>	Country Health SA Local Health Network	<b>Term</b>	Contract to 30 June 2020
<b>Area</b>	Flinders and Upper North Region	<b>FTE</b>	Full time

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.

<b>Key Result Area</b>	<b>Selection Criteria</b> <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>▪ Project management skills or knowledge of project management principles</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
3. Client / Customer Service	a) Knowledge of CHSALHN services, priorities and strategic directions b) Previous experience & skills in community engagement, client-centred practice and cultural competency
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