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SA Health Job Pack – Casual Pool 2023/2024

Job Title	Program Support Officer - Casual Pool (Community & Allied Health)
Eligibility	Open to Everyone
Job Number	837260
Applications Closing Date	30/8/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Country Health Connect
Location	Barossa/Gawler/Adelaide Hills & Southern Fleurieu
Classification	ASO2
Job Status	Casual
Salary	\$29.13 - \$31.34 per hour plus 25% casual loading

Contact Details

Full name	Lisa Sears
Phone number	85212098
Email address	Lisa.sears@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 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 B (indirect contact with blood or body substances)

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

Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

* Refer to [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



ROLE DESCRIPTION

Role Title:	Program Support Officer
Classification:	ASO2
Local Health Network	Barossa Hills Fleurieu Local Health Network
Business Unit	Country Health Connect
Type of Appointment:	Casual
Role Created/ Review Date:	Revised July 2023
Criminal History Clearance Requirements:	<input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> NDIS Worker Screening <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups
Immunisation Risk Category	<input type="checkbox"/> Category A (direct contact with blood or body substances) <input checked="" type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Program Support Officer is responsible for the provision of a high quality, confidential, customer focused administrative and business support service to clients, staff and visitors for Community Health Care Barossa Hills Fleurieu Region.

Direct Reports:

- Nil

Key Relationships/ Interactions:

Internal

- Responsible to the Team Leader Business Services for organisational outcomes.
- Works as a member of the team to achieve team outcomes in a cooperative and constructive manner.
- Maintains effective working relationships and works collaboratively with all members of the Community Health Care team and Barossa Hills Fleurieu Region.

External

- Maintains effective working relationships and works collaboratively with staff from other departments and agencies.

Challenges and opportunities associated with role:

Challenges and opportunities associated with this role include:

- Working in a complex and changing work environment.
- Managing competing demands and working in high pressure role.

Delegations:

- Nil

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

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

- *Work Health and Safety 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.
- Code of Fair Information Practice.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Handling of Official Information:

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

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

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

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Cultural Statement:

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

Special Conditions:

- May be required to work outside of normal business hours.
- Current driver's licence and a willingness to drive.
- Must be an Australian Resident or hold a current working visa.
- Frequent travel within the Barossa Hills Fleurieu Region and intra state travel will be required
- Attend training workshops, meetings, seminars and conferences as required.
- The position is primarily located at a negotiated site within the Barossa Hills Fleurieu but the incumbent may be required to work from other sites within the Barossa Hills Fleurieu area.
- Travel to metropolitan and other country areas in the State to attend meetings.
- 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.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Contribute to high quality customer service for both internal and external clients by	<ul style="list-style-type: none"> • Attending to client enquiries on the telephone or in person and providing relevant advice and assistance and/or referring the enquiry to the most appropriate person for attention. • Responding to incoming telephone calls and providing accurate information to telephone queries. • Attending to visitors in the reception area in a professional manner and ensuring they are directed appropriately. • Welcoming and directing visitors promptly and pleasantly. • Booking of appointments and resources. • Networking and establishing working relationships with other administrative colleagues. • Taking and relaying clear and accurate messages. • Provide administration and clerical support to staff as required. • Providing administrative support to Business Services Coordinator and Program Manager as required. •
Administrative support, services and duties	<ul style="list-style-type: none"> • Ordering of stationery for BHFR. • Processing and raising of invoices and accounts. • Assisting with information technology issues and providing a computer support/help desk service to staff. • Willingness to work in other areas and location of the Business Services team as required and directed. • Perform other administrative tasks and duties as directed by Business Services Coordinator. • Reviewing, updating, entering and scheduling data into the Client Management Engine (CME).
Maintaining accurate electronic & hardcopy records and files by	<ul style="list-style-type: none"> • Updating, filing and retrieving of relevant records and files. • Closing records and files once services are ceased. • Maintaining appropriate record management storage and retrieval systems for current and non-current files. • Contributing to the management of client records as per DHS Retention Disposal Schedule.
Continuous improvement	<ul style="list-style-type: none"> • Develop and maintain professional, effective and collaborative working relationships between all relevant work units and team members, to support the efficient delivery of administrative, financial, and human resource services. • Provide input into BHFR policy, standards and operational plans, to support future planning. • Project/change frameworks established support achievement of quality accreditation standards
Corporate Compliance	<ul style="list-style-type: none"> • Comply with all SA Health and Country Health SA workplace policies and procedures. • Comply with the Code of Ethics for Public Sector Employees. • Being responsible and accountable for adequately managing the official records he/she creates and receives according to relevant legislation, polices and procedures. • complying with relevant data collection processes and reporting requirements • contributing to the teaching and development of students and trainees • participating in relevant meetings • participating in personal and professional development including annual performance review.

OFFICIAL

	<ul style="list-style-type: none">• Utilising philosophies and principles of social justice and primary health care within work practice• Participate in all activities associated with the management of workplace health and safety.• Promote awareness and compliance with Equal Employment Opportunity principles.• Ensure cultural sensitivity is maintained by attending and contributing to their learning in diversity of Cultural awareness and cross cultural training, with a frequency determined as appropriate by the organisation.• Contribute to the well-being of people in South Australia through participation 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.
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Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Nil

Personal Abilities/Aptitudes/Skills:

- Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training as required.
- Proven ability to communicate effectively both verbally and in writing with a wide range of clients, members of the community, health service staff and staff from other agencies.
- Demonstrated ability to work as a member of a team and contribute positively to a spirit of team cooperation.
- Demonstrated ability to work with Aboriginal Staff and Clients to provide a culturally safe service.
- Demonstrated ability to support and work with people of diverse value systems, cultural differences and special needs.
- Proven excellent interpersonal and customer service skills including managing client enquires regarding to service delivered.
- Consistently demonstrate an attentive helpful manner, including dealing with challenging situations.
- A high level of competency in the use of computers, word processing and office administration processes and procedures.
- Ability to comply with the health service policy on confidentiality working in a rural setting.
- Ability to effectively deal with conflict situations and to negotiate and advocate on behalf of clients and staff

Experience

- Experience working with Aboriginal consumers
- Experience in providing administrative & clerical support services.
- Experience in all Microsoft office programs
- Experience in a client data base program

Knowledge

- General understanding of Aboriginal culture and a willingness to undertake further training in this area.
- A general knowledge of Government Administrative Instructions and procedures and relevant legislation.
- Knowledge of office and clerical procedures
- Knowledge of Quality Management Systems (Accreditation process)
- Knowledge of customer services principles.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Nil

Personal Abilities/Aptitudes/Skills:

- Possess proven organisational skills and an ability to cope with high volumes of work/enquires and meets deadlines.
- Ability to use time and task management skills to optimise the organisation and efficiency of the Administration Department.

Experience

- Administration experience in a Health Service environment.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre & Far North Local Health Network, Flinders & Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong, Local Health Network, Yorke & Northern Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: