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## SA Health Job Pack - Candidate Pool

Job Title	Occupational Therapist Candidate Pool (AHP1/2)
Eligibility	Open to Everyone
Job Number	838188
Applications Closing Date	30 June 2024
Region / Division	Limestone Coast Local Health Network
Health Service	Country Health Connect
Location	Mount Gambier
Classification	AHP1/AHP2
Job Status	Temporary (full-time & part-time or weekend only) positions may be available working up to 30/6/2024
Salary	AHP1: \$66,469 - \$81,142 p.a. (pro rata) AHP2: \$85,665 - \$99,241 p.a. (pro rata)

## Contact Details

Full name	Tara Brook
Phone number	08 8721 1460
Email address	<a href="mailto:Tara.Brook@sa.gov.au">Tara.Brook@sa.gov.au</a>

## 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](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 [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

<b>Job Title</b>	Rural Generalist Occupational Therapist	<b>Classification</b>	AHP1	<b>Position Number</b>	P22502
<b>LHN</b>	Limestone Coast Local Health Network	<b>Term</b>		<b>Position Created</b>	
<b>Area</b>	Country Health Connect	<b>FTE</b>		<b>Last Updated</b>	March 2022

**Criminal History Screening Requirements**

- DHS Working with Children Check
- NPC Aged/Vulnerable
- NDIS Worker Screening

**Immunisation Risk Category:**

- Category A (direct contact with blood or body substances)
- Category B (indirect contact with blood or body substances)
- Category C (minimal patient contact)

## Broad Purpose of the Position

The Occupational Therapist (OT) will contribute to the delivery of a comprehensive and integrated range of occupational therapy services, under the direct supervision of a responsible senior professional, appropriate to the needs of the local community. To achieve this, the Occupational Therapist works as a member of a multi-disciplinary team, including health professionals and service providers from other sectors, and utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches in a range of clinical areas/settings. These services aim to assist clients to achieve and maintain their optimum level of health, wellness, independence and quality of life.

## Qualifications

Must hold a recognised qualification within the Occupational Therapy profession, and be eligible for full membership of the Occupational Therapy Board of Australia. 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

# POSITION DESCRIPTION

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

## Resilience

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

## 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.
- 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 Australia Police confirming the clearance is for the purpose of working in Aged Care.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working 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.
- 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 Relationships

- Receives line management from the Clinical Senior Occupational Therapist.
- Receives clinical supervision, advice and support from an experienced Occupational Therapist under a formal arrangement in accordance with the *Allied Health Clinical Governance Framework for SA Health Regional LHNs*.
- 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.
- Contributes to the Occupational Therapy profession network, and other profession specialty or clinical networks as required.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.
- May be required to participate in an on call arrangement for multi-disciplinary hospital patients under key pathways.

# POSITION DESCRIPTION



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| <ul style="list-style-type: none"><li>▪ The incumbent will be required to comply with the requirements of the LCLHN Procedure for Credentialling Allied Health and Scientific Health Professionals.</li></ul> |  |
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# POSITION DESCRIPTION

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>▪ Contribute to the delivery of high quality and comprehensive Occupational Therapy services to eligible clients across LCLHN.</li> <li>▪ Apply clinical skills to a broad scope of practice, delivering services which promote self-care and personal responsibility, and are appropriate to the local rural/remote context. This may include a rotation of service provision in the clinical areas of inpatients (surgical, medical, high dependency, paediatric and private wards/patients), outpatients (adults), paediatric outpatient groups and outreach. This includes assessment and treatment, equipment prescription and provision, home modifications, client and carer/patient training and education, and contributing to service planning.</li> <li>▪ Liaise with other service providers, health units, teams and agencies.</li> <li>▪ Provide occupational therapy services as a part of multi-disciplinary team ensuring co-ordination and continuity of clinical services.</li> </ul>
2. Personal and Professional Development	<p>2.1 Operate under direct supervision (which will decrease as experience increases), and draw on support from experienced peers of diverse professional backgrounds and /or Managers as required.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge;</li> <li>b. Applying reflective practice skills;</li> <li>c. Utilising the support of mentors and peers;</li> <li>d. Actively participating in the professional development and review (PDR) process.</li> </ol> <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers.</p> <p>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health</p>	<ul style="list-style-type: none"> <li>▪ Receive clinical advice, mentorship and support from an AHP2/3 Occupational Therapist in LCLHN.</li> <li>▪ With support from the Clinical Senior Occupational Therapist, develop a formal Clinical Supervision arrangement with a suitably skilled and experienced Occupational Therapist as required with the <i>Allied Health Clinical Governance Framework for SA Health Regional LHNs</i>. Fulfill all obligations under this agreement, and review it annually.</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within the Limestone Coast LHN, Regional LHNs and South Australia, actively sharing and seeking out knowledge of effective practice.</li> <li>▪ Participate in the LCLHN Occupational Therapy Network and Country Health Connect Limestone Coast LHN Occupational Therapy meetings.</li> <li>▪ With experience, provide support to peers and contribute to the supervision of Occupational Therapy students on clinical placement.</li> <li>▪ Contribute to the supervision of work experience students and Occupational Therapy Allied Health Assistants.</li> </ul>

# POSITION DESCRIPTION

	professionals, and contribute to the supervision of students / AH assistants.	
3 Client / Customer Service	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing &amp; promoting the cultural needs of the community.</p> <p>3.3 Apply client-centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care.</p>	<ul style="list-style-type: none"> <li>▪ Utilise, with support, the Occupational Therapy Prioritisation matrix to support the LCLHN Access Framework process in regard to eligibility and prioritisation for service, and any other program criteria.</li> <li>▪ Support clients/carers/families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>▪ Participate in multi-disciplinary meetings/clinics as relevant to client caseload.</li> </ul>
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports which incorporate recommendations on straight forward operations.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>▪ Use the Safety Learning System (SLS) to report patient clinical risks and incidents.</li> <li>▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Occupational Therapy services.</li> <li>▪ Contribute to the effective functioning of the service by ensuring timely and accurate documentation of client information, statistics and programs.</li> <li>▪ Contribute to the efficient and effective use of materials and resources.</li> <li>▪ Competently utilise the Microsoft Office suite of software, email and internet in fulfilling the requirement of the role.</li> </ul>
5 Teamwork and Communication	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of LCLHN services.</p> <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 effectively with a range of people (both verbally and in writing).</p> <p>5.5 Work in accordance with SA Health and LCLHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> <li>▪ Works as a member of the multidisciplinary team within Country Health Connect Limestone Coast LHN and as a part of the Occupational Therapy team.</li> <li>▪ Attendance at administrative meetings including regional Occupational Therapy meetings, site meetings and other meetings as required.</li> </ul>



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<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 Comply with the <i>Code of Ethics for South Australian Public Sector Employees</i>.</p>	<ul style="list-style-type: none"> <li>▪ Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services across LCLHN.</li> </ul>
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## LCLHN Values

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

<b>Integrity</b>	<ul style="list-style-type: none"> <li>&gt; We know integrity involves not only doing what is right when everyone knows, but also when no one is watching</li> <li>&gt; We recognise the importance of our work and display a high standard of professionalism</li> <li>&gt; We do what we say and say what we mean</li> </ul>
<b>Honesty</b>	<ul style="list-style-type: none"> <li>&gt; We engage in open, clear and honest communication</li> <li>&gt; We are transparent and truthful in our actions</li> <li>&gt; We acknowledge our strengths, limitations and mistakes and learn from these for improvement</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>&gt; We have the courage to speak up and respectfully challenge others</li> <li>&gt; We are committed to being a high performing team and support a culture that fosters continued progress and growth</li> <li>&gt; We show resilience in the face of adversity</li> </ul>
<b>Care</b>	<ul style="list-style-type: none"> <li>&gt; We provide compassionate, appropriate and safe care in a supportive and nurturing environment</li> <li>&gt; We partner with consumers, family members and carers to help them make decisions and support them along the care continuum</li> <li>&gt; We create a culture of care where staff are supported and positively engaged in their work</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>&gt; We seek to understand and value others by putting ourselves in their shoes</li> <li>&gt; We listen attentively, communicate openly and act without judgement</li> <li>&gt; We recognise and welcome diversity within our community and our staff</li> </ul>

## Code of Ethics

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.



# POSITION DESCRIPTION



- > 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.

**Aboriginal Health**

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

<b>Approved by Authorised Officer</b>	..... / /	<b>Accepted by Incumbent</b>	..... / /
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# APPLICANT GUIDELINES

<b>Job Title</b>	Rural Generalist Occupational Therapist	<b>Classification</b>	AHP1
<b>LHN</b>	Limestone Coast Local Health Network	<b>Term</b>	
<b>Area</b>	Country Health Connect	<b>FTE</b>	

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 six 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) - refer page 1 for minimum qualification requirements. b) Professional experience relevant to this role: <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles;</li> <li>▪ Examples of experience working in a community health setting, acute / inpatient or related health setting e.g. types of assessments, equipment provision, recommendations for home modifications;</li> <li>▪ Previous involvement in service development including outcome measures, research &amp; evaluation;</li> <li>▪ Project management skills or knowledge of project management principles</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills.
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 of relevance to this role. b) Any experience in leadership and management - work or non-work roles.
3. Client / Customer Service	a) Knowledge of Regional LHN or LCLHN services, priorities and strategic directions. b) Previous experience & skills in community engagement, client-centred practice and cultural competency.
4. Administration & Documentation	c) Highlight relevant skills, experience or training. Include reference to specific systems or software programs if relevant.
5. Teamwork and Communication	a) Outline your communication and team work skills, with examples. b) Examples 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	c) 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.



# POSITION DESCRIPTION

<b>Job Title</b>	Rural Generalist Occupational Therapist	<b>Classification</b>	AHP2	<b>Position Number</b>	P22503
<b>LHN</b>	Limestone Coast Local Health Network	<b>Term</b>		<b>Position Created</b>	
<b>Area</b>	Country Health Connect	<b>FTE</b>		<b>Last Updated</b>	May 2020
<b>Criminal History Screening Requirements</b>		<input checked="" type="checkbox"/> DHS Working with Children Check <input checked="" type="checkbox"/> NPC Aged/Vulnerable <input checked="" type="checkbox"/> NDIS Worker Screening			
<b>Immunisation Risk Category:</b>		<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

The Rural Generalist Occupational Therapist 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 Limestone Coast community. The Rural Generalist Occupational Therapist 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-professional 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. The Rural Generalist Occupational Therapist may be required to work within Subacute services in which case the Occupational Therapist will adopt a rehabilitative approach to service provision, (as defined in the Statewide Rehabilitation Clinical Network Rehabilitation Generic Core Competencies Framework). Services will focus on improving health outcomes, functional capacity and quality of life, in accordance with clinical guidelines and models of care.

## Qualifications

Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia. All requirements to obtain and maintain current registration must be fulfilled with the Australian Health Practitioner Regulation Agency (AHPRA).

## 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

## POSITION DESCRIPTION

The Limestone Coast Local Health Network welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Limestone Coast Local Health Network is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

### Resilience

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

### 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.
- 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 Australia Police confirming the clearance is for the purpose of working in Aged Care.
- Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Working 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.
- 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 Relationships

- Receives line management from the Clinical Senior Occupational Therapist.
- Receives clinical supervision, advice and support from a Clinical Senior Occupational Therapist under formal arrangement in accordance with the *Allied Health Clinical Governance Framework for SA Health Regional LHNs*.
- Under direction of the Clinical Senior Occupational Therapist, may contribute to the training and supervision of junior staff, allied health assistants and students in the provision of clinical care to consumers as delegated.
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community.
- Contributes to the Occupational Therapy Profession Network, and other profession specialty or clinical networks as required.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.
- May be allocated to the Rehabilitation and Palliative Care teams, in which case will be accountable to the relevant LHN Program Lead and the Subacute Clinical Senior Occupational Therapist for profession-specific service delivery for profession-specific service delivery. The Occupational Therapist will also receive clinical supervision from the Subacute Clinical Senior Occupational Therapist, under formal arrangement in accordance with the *Allied Health Clinical Governance Framework for SA Health Regional LHNs*
- May be required to participate in an on call arrangement for multi-disciplinary hospital patients under key pathways.

## POSITION DESCRIPTION

- The incumbent will be required to comply with the requirements of the LCLHN Procedure for Credentialling Allied Health and Scientific Health Professionals.

Key Result Areas	Generic Requirements	Specific or Local Requirements
1. Technical Skills and Application	<p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to client groups in circumstances requiring increasingly complex practice skills.</p> <p>1.2 Exercise professional judgment in the selection and adaptation of established methods, procedures and techniques within the profession.</p> <p>1.3 May provide a broad range of clinical and consultative services across a range of service settings, including one-on-one, group based and health promotion activities.</p> <p>1.4 Manage and prioritise personal work load and support others in developing workload management plans, including in the allocation of team resources</p>	<ul style="list-style-type: none"> <li>▪ Contribute Occupational Therapy expertise to the development and delivery of comprehensive, integrated and multi-disciplinary services in the Limestone Coast LHN assessing patients' occupational abilities, problems and needs using a variety of formal and informal assessments. This may include a rotation of service provision in the clinical areas of inpatients (surgical, medical, high dependency, subacute, paediatric and private ward), outpatients, Commonwealth Home Support Program (CHSP), National Disability Insurance Scheme (NDIS), paediatrics, palliative care, rehabilitation and regional clinics/services.</li> <li>▪ In collaboration with the Clinical Senior Occupational Therapist and medical and allied health staff, provide input into the development of service models and clinical protocols for Country Health Connect, and to inform planning across Regional LHN.</li> <li>▪ Manage a complex case- load, and support other team members in managing the demands of the service.</li> <li>▪ Plan and implement intervention programs providing Occupational Therapy services to home, outreach and tele-rehabilitation patients including using a broad range of technologies including iPads, videoconferencing equipment and therapeutic apps.</li> <li>▪ Devise therapy programs and supervise assistants in their implementation of these programs.</li> <li>▪ Prescribe and arrange for the provision of appropriate equipment and home modifications.</li> <li>▪ Where appropriate to the Occupational Therapist's role allocation, adopt a rehabilitative approach as defined in the <i>SA Statewide Rehabilitation Clinical Network Rehabilitation Generic Core Competencies Framework</i>.</li> <li>▪ May be required, in consultation with the Occupational Therapist, to work across teams. This may require developing and meeting competencies in this program, including work shadowing with an experienced clinician, course attendance and where relevant,</li> </ul>

## POSITION DESCRIPTION

		achieving competency-based standards.
2. Personal and Professional Development	<p>2.1 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.</p> <p>2.2 Display a commitment to continuous personal and professional development by:</p> <ol style="list-style-type: none"> <li>Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge.</li> <li>Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills.</li> <li>Utilising the support of mentors and peers.</li> <li>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>May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</li> </ol> <p>2.3 May be required to contribute to clinical / professional supervision, support and oversight of AHP1 level staff, allied health assistants and profession-specific professional students or multi-disciplinary student teams.</p> <p>2.4 Develop, share and support your peers to gain knowledge of effective practice through research, evaluation of services and information sharing (e.g.: via professional networks and presenting papers for conferences and / or publishing).</p>	<ul style="list-style-type: none"> <li>▪ Receive clinical direction, advice, mentorship and support from the Clinical Senior Occupational Therapist.</li> <li>▪ In collaboration with the Clinical Senior Occupational Therapist, Advanced Clinical Lead Occupational Therapist and the Regional Manager Allied Health &amp; Rehabilitation, develop a formal Clinical Supervision arrangement with a suitably skilled and experienced Occupational Therapist as required with the <i>Allied Health Clinical Governance Framework for SA Health Regional LHNs</i>. Fulfill all obligations under this agreement, and review it annually.</li> <li>▪ Develop and maintain inter and intra-professional clinical networks within the Limestone Coast LHN, Regional LHN and South Australia, actively sharing and seeking out knowledge of effective practice.</li> <li>▪ Participate in the Regional LHN Occupational Therapy Network.</li> <li>▪ Provide clinical support to junior professional staff in the Limestone Coast LHN and allied health assistants as delegated.</li> <li>▪ Contribute to the supervision of Occupational Therapy students on clinical placement.</li> <li>▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills, including through the use of technology to source timely advice from Specialists.</li> <li>▪ Undertake training and skill development to perform and maintain clinical competencies required for rostered clinical areas</li> <li>▪ Collaborate with other team members and community agencies.</li> <li>▪ Participate in interdisciplinary clinical and planning activities to enhance the overall service provided to clients/patients.</li> <li>▪ Contribute to the development of protocols and processes for the prioritisation of Occupational Therapy and Country Health Connect team resources.</li> </ul>
3 Client / Customer Service	<p>3.1 Treat all clients with respect, be responsive to their needs, and act on opportunities to improve the quality of customer service in your operational area.</p> <p>3.2 Promote cultural safety by valuing and promoting the cultural needs of the community.</p> <p>3.3 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</p>	<ul style="list-style-type: none"> <li>▪ Develop and apply increasing understanding of the needs of rural, culturally diverse and Aboriginal communities.</li> <li>▪ Consult and engage with local consumers, carers and service providers to identify needs, design services in accordance with clients' needs / goals, and monitor the effectiveness of the Occupational Therapist's clinical practice.</li> <li>▪ Provide Occupational Therapy and multidisciplinary/key worker services to clients, when required, in the inpatient, subacute and community settings according to eligibility criteria and Access</li> </ul>



## POSITION DESCRIPTION

	of their care.	<p>Framework processes.</p> <ul style="list-style-type: none"> <li>▪ Support clients/carers/families across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>▪ Link patients and carers with relevant community resources and services.</li> <li>▪ Communicate with patients' family, carers and other service providers.</li> <li>▪ Ensure understanding of the various programs available for clients to access services e.g. National Disability Insurance Scheme and My Aged Care</li> </ul>
4 Administration and Documentation	<p>4.1 Comply with organisational requirements for the accurate and timely completion of documentation and statistics.</p> <p>4.2 Contribute to the efficient and effective use of materials and resources.</p> <p>4.3 Prepare reports and / or recommendations to assist management decision making.</p> <p>4.4 Appropriately identify, use and apply relevant policies, procedures, reporting and documentation systems.</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in fulfilling the requirements of the role.</p> <p>4.6 May be required to coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<ul style="list-style-type: none"> <li>▪ Ensure accurate and timely completion of the documentation and reporting requirements of Regional LHN including Rural Support Service delegated reporting as required.</li> <li>▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Country Health Connect services.</li> <li>▪ Develop and maintain relevant procedures for home based management in conjunction with the Clinical Senior Occupational Therapist.</li> <li>▪ Recommend budget requirements including purchase, ordering and maintenance of equipment and supplies for the Occupational Therapy service to Country Health Connect clients.</li> <li>▪ Revise / adapt / develop appropriate clinical and administrative resources to support clinical practice and service delivery for Country Health Connect programs/services.</li> </ul>
5 Teamwork and Communication	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across Regional LHNs; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of Regional LHN services.</p> <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, foster teamwork and support others to develop effective working relationships and achieve 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>	<ul style="list-style-type: none"> <li>▪ Work within a departmental roster and member of the multi-disciplinary team/s with Limestone Coast Country Health Connect based in Mount Gambier</li> <li>▪ Develop and maintain inter- and intra-professional clinical networks within Regional LHN and beyond, actively sharing and seeking out knowledge of effective practice in Occupational Therapy.</li> <li>▪ Contribute to positive client/patient outcomes through proactive future planning, with a particular focus on transition points and timely handover, and adherence to standardised communication and documentation protocols.</li> <li>▪ Attend team meetings, client-related meetings and regional</li> </ul>

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	<p>5.5 Work in accordance with SA Health and LCLHN's vision, mission, strategic priorities and values.</p>	<p>committees as required.</p> <ul style="list-style-type: none"> <li>Provide support and training in conjunction with other team members and the Volunteer Coordinator to Country Health Connect volunteers providing services to clients/patients.</li> </ul>
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet service / accreditation standards, and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek client feedback on services and respond proactively to client complaints and feedback. As required, contribute to investigations of client complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> <li>Contribute to the ongoing review, development and evaluation of the effectiveness of services in Country Health Connect.</li> <li>Monitor the effectiveness of Occupational Therapy services through episodic review, timely reassessments and evaluation against established Key Performance Indicators (KPIs).</li> <li>Support the Clinical Senior Occupational Therapist in developing reports, submissions and proposals as required.</li> <li>Undertake Occupational Therapy projects, clinical audits and quality improvement activities.</li> <li>Assist in the development of strategies, procedures, and protocols for use of technology in the provision of Occupational Therapy interventions.</li> <li>Participate in and contribute to planning and policy development for Occupational Therapy services.</li> <li>Maintain knowledge, and have access to training and support of clinical areas within rural generalist programs and services to ensure smooth transition to service delivery in times of contingency.</li> </ul>

**LCLHN Values**

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

<p><b>Integrity</b></p>	<ul style="list-style-type: none"> <li>&gt; We know integrity involves not only doing what is right when everyone knows, but also when no one is watching</li> <li>&gt; We recognise the importance of our work and display a high standard of professionalism</li> <li>&gt; We do what we say and say what we mean</li> </ul>
<p><b>Honesty</b></p>	<ul style="list-style-type: none"> <li>&gt; We engage in open, clear and honest communication</li> <li>&gt; We are transparent and truthful in our actions</li> <li>&gt; We acknowledge our strengths, limitations and mistakes and learn from these for improvement</li> </ul>
<p><b>Courage</b></p>	<ul style="list-style-type: none"> <li>&gt; We have the courage to speak up and respectfully challenge others</li> <li>&gt; We are committed to being a high performing team and support a culture that fosters continued progress and growth</li> <li>&gt; We show resilience in the face of adversity</li> </ul>
<p><b>Care</b></p>	<ul style="list-style-type: none"> <li>&gt; We provide compassionate, appropriate and safe care in a supportive and nurturing environment</li> <li>&gt; We partner with consumers, family members and carers to help them make decisions and support them along the care continuum</li> <li>&gt; We create a culture of care where staff are supported and positively engaged in their work</li> </ul>

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<b>Respect</b>	<ul style="list-style-type: none"> <li>&gt; We seek to understand and value others by putting ourselves in their shoes</li> <li>&gt; We listen attentively, communicate openly and act without judgement</li> <li>&gt; We recognise and welcome diversity within our community and our staff</li> </ul>
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**Code of Ethics**

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

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.

**Aboriginal Health**

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

<b>Approved by Authorised Officer</b>	..... / /	<b>Accepted by Incumbent</b>	..... / /
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# APPLICANT GUIDELINES



<b>Job Title</b>	Rural Generalist Occupational Therapist	<b>Classification</b>	AHP2
<b>LHN</b>	Limestone Coast Local Health Network	<b>Term</b>	
<b>Area</b>	Country Health Connect	<b>FTE</b>	

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.

Key Result Area	Selection Criteria
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) – refer to page 1 for minimum qualification requirements b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <li>▪ Outline scope and nature of previous professional roles, including experience working in rural and remote contexts.</li> <li>▪ Previous involvement in service development, including research &amp; evaluation.</li> <li>▪ Change management &amp; project management skills / experience.</li> <li>▪ Competency in applying primary health care principles.</li> </ul> c) Examples of other skills, knowledge or experiences that demonstrate your suitability for the role. <ul style="list-style-type: none"> <li>▪ Creativity, adaptability, resourcefulness, prioritization &amp; 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. E.g.: <i>relevant additional professional development or qualifications.</i> b) Information about your leadership / management style and experience.
3. Client / Customer Service	a) Knowledge of and commitment to Limestone Coast LHN services, priorities & strategic directions. b) Examples that demonstrate skills in community engagement, client-centred practice and cultural competency.
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, with examples.
6. Continuous Improvement	a) Examples of how you have contributed previously to quality improvement, evaluation, outcome measures and research.