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## SA Health Job Pack – Casual Pool 2023/2024

Job Title	Regional Casual Pool - Occupational Therapist (2023 - 2024)
Eligibility	Open to Everyone
Job Number	821801
Applications Closing Date	7/6/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Community and Allied Health
Location	Gawler, Barossa, Adelaide Hills, Southern Fleurieu, Kangaroo Island
Classification	AHP2
Job Status	Casual
Salary	\$43.79 - \$50.73 per hour + 25% casual loading

## Contact Details

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## Criminal History Assessment

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

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

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://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

# POSITION DESCRIPTION

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP2	<b>Position Number</b>	P20136
<b>Region</b>	Barossa Hills Fleurieu Local Health Network	<b>Term</b>	Casual	<b>Position Created</b>	02/05/2016
<b>Area</b>	Community and Allied Health	<b>FTE</b>	Up to full time	<b>Last Updated</b>	19/03/2021
<b>Criminal History Clearance Requirements:</b> <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input checked="" type="checkbox"/> Disability (NDIS) <input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups					
<b>Immunisation Risk Category:</b> <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)					

## Broad Purpose of the Position

The Casual 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 local community. The 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-disciplinary team, including health professionals and service providers from other sectors, the Occupational Therapist utilises a combination of preventative, early intervention, treatment / therapy and evaluation approaches.

## Qualifications

Appropriate Degree or equivalent qualification which entitles registration as an Occupational Therapist with the Occupational Therapy Board of Australia. Must fulfill all requirements to achieve and maintain current registration.

For appointment at this level, must be able to demonstrate AHP2 level competencies, or have a 2 year post-graduate Masters with a related allied health undergraduate degree.

## 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

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

## Immunisation Risk Category

Category B (indirect contact with blood or body substances).

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## 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 National Police Certificate (NPC).
- Prescribed Positions under the Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Department of Human Services (DHS) Screening Unit.
- 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 unsupervised contact with vulnerable groups.
- Prescribed positions under the Disability Services Act 1993 must obtain a satisfactory Disability Services Employment Screening through the Department of Human Services (DHS) Screening Unit
- NPCs and DHS Disability Services Employment Screenings must be renewed every 3 years thereafter from date of issue.
- WWCCs 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.
- Will be required to comply with the requirements of the BHFLHN Procedure for Credentiaing Allied Health and Scientific Health Professionals.

## Key Relationships

- Receives line supervision from the Team Leader, Out of Hospital Services
- Receives Clinical Supervision, advice, support and direction from an experienced Senior Allied Health Professional under formal arrangement in accordance with the *CHSA Allied Health Clinical Support Framework*.
- May contribute to the supervision of less experienced professional officers, para-professional staff and students, under direction from the Clinical Senior.
- Works within a multi-disciplinary team framework, in collaboration with other health professionals, service providers and the community.
- May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity.

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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>▪ The Occupational Therapist provides a broad range of therapy services within the Barossa Hills Fleurieu Region including acute, outpatient and community settings.</li> <li>▪ Provides individual, group and population health services targeting at risk and priority clients and groups within the community, in accordance with service eligibility, prioritisation criteria and episodic care.</li> <li>▪ In collaboration with the Team Leader, contribute to the coordination and delivery of high quality, comprehensive and integrated Occupational Therapy and multidisciplinary services to eligible clients across the BHF LHN.</li> <li>▪ Contribute professional leadership in the application of clinical protocols and standards within the multi-disciplinary team and health unit / region.</li> <li>▪ Apply clinical skills to a broad scope of practice, delivering services which promote self-care and personal responsibility, and are appropriate to the local rural / remote context.</li> <li>▪ Coordinate an increasingly complex Occupational Therapy case load, and support other team members in managing the demands of the service.</li> <li>▪ Apply Primary Health Care and Community Participation principles to ensure services are responsive to changing community needs and improve health outcomes.</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 context.</li> <li>▪ Workplace flexibility across a variety of allied health settings</li> </ul>
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 Specialists, Profession 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>a. Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge (which may include post-graduate study)</li> <li>b. Applying well-developed reflective practice skills to your own work, and supporting peers / students / supervised staff to develop reflective practice skills</li> </ol>	<ul style="list-style-type: none"> <li>▪ Receive clinical supervision, direction, advice, mentorship and support from the AHP Clinical Senior Occupational Therapist.</li> <li>▪ Adopt a proactive approach to developing and maintaining contemporary knowledge and skills in Occupational Therapy.</li> <li>▪ Develop and share expertise, and provide guidance and education to relevant BHFLHN staff (including home support workers, paramedical aides, case managers, nurses and allied health professionals, managers and administrative staff).</li> </ul>

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	<ul style="list-style-type: none"> <li>c. Utilising the support of mentors and peers</li> <li>d. Actively participating in the Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor</li> <li>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff</li> </ul> <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 (eg: via professional networks and presenting papers for conferences and / or publishing)</p>	<ul style="list-style-type: none"> <li>▪ Increase the confidence and expertise of BHFLHN staff to implement, develop and review care plans for individuals.</li> <li>▪ In collaboration with the Clinical Senior, Advanced Clinical Lead and your Team Leader, develop a formal Clinical Supervision arrangement with suitably skilled and experienced Physiotherapist. Fulfill all obligations under this agreement, and review it annually.</li> <li>▪ Participate in the regional Occupational Therapy Network.</li> <li>▪ Provide clinical support to less experienced professional staff in the team and region.</li> <li>▪ Contribute to the supervision of Occupational Therapy students on clinical placement in BHFLHN.</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 Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training in this manner.</p> <p>3.4 Experience working with Aboriginal consumers and demonstrate a general understanding of Aboriginal culture and a willingness to undertake further training in this area.</p> <p>3.5 Contribute to improvements in the patient-journey driven distribution of services and apply client-centred practice and community engagement principles in development and delivery of services; ensuring clients are meaningfully involved in all aspects of their care.</p>	<ul style="list-style-type: none"> <li>• Facilitates clinical assessment, intervention and treatment, cross referral and review as required for clients referred to the BHFR OOH Program.</li> <li>• Develop and apply increasing understanding of the needs of rural, aged, culturally diverse and Aboriginal communities.</li> <li>• Support consumers across the Patient Journey, providing effective assessment and triage, timely referrals, accurate information, coordinated care and prompt follow up.</li> <li>• Utilise and review service prioritisation and eligibility criteria.</li> <li>• Maintains own caseload and ensure the accurate documentation and reporting of assessments, review, referrals and update of own client files.</li> <li>• Provide education and training to community health staff and other service providers as required.</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 (including Quality Risk &amp; Safety [QRS], Adequate Records Management [ARM] Client Management Engine [CME] and My Aged Care [MAC].</p> <p>4.5 Competently utilise the Microsoft Office suite of software, Email and Internet in</p>	<ul style="list-style-type: none"> <li>▪ Maintain appropriate statistics, documentation and records in accordance with BHFLHN and regional requirements.</li> <li>▪ Contribute to the development of individual care plans.</li> <li>▪ Contribute to the review, development and adaptation of clinical and administrative resources to support Occupational Therapy services, community health programs and projects (which may be applied to other program areas).</li> </ul>



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	fulfilling the requirements of the role		
	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.		▪ Utilise the Safety Learning System (SLS) to report patient risks, incidents and client feedback.
5 Teamwork and Communication	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 BHFLHN; to support the effective, efficient, equitable distribution (according to need) and evidence-based nature of BHFLHN 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, foster teamwork and support others to develop effective working relationships and achieve team goals 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 5.5 Work in accordance with BHFLHN's vision, mission, strategic priorities and values		<ul style="list-style-type: none"><li>• Contribute to the effective functioning of the multi-disciplinary team and quality of services by continually developing and applying:</li><li>• clinical skills within the scope of professional practice;</li><li>• knowledge of your own profession, other professions and other services;</li><li>• skills in communication, collaboration and partnership building</li><li>• Actively participate in OOH Team meetings and activities</li><li>• Actively participate in BHF regional and local site staff forums</li><li>• Provide regular reports to the Team Leader regarding waiting lists, service issues, service planning &amp; other relevant issues as required.</li></ul>
6 Continuous Improvement	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. 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. 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. 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. 6.5 Complying with the Code of Ethics for Public Sector Employees.		<ul style="list-style-type: none"><li>• Contribute to the development of innovative and effective models of Allied Health Professional service provision both at the local and country level.</li><li>• Contribute to the ongoing review, development and evaluation of the effectiveness of Occupational Therapy services in the region.</li><li>• In collaboration with the Team Leader, develop reports, submissions and proposals as required.</li><li>• Required to contribute to local quality improvement activities and the Accreditation process.</li></ul>
Approved by Authorised Officer	..... / /	Accepted by Incumbent	..... / /

# APPLICANT GUIDELINES

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP2
<b>Region</b>	Barossa Hills Fleurieu Local Health Network	<b>Term</b>	Casual
<b>Area</b>	Community and Allied Health	<b>FTE</b>	<i>Up to full time</i>

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) – <i>refer to page 1 for minimum qualification requirements</i> b) Broad professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> <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</i> additional professional development or qualifications b) Information about your leadership / management style and experience
3. Client / Customer Service	a) Knowledge of and commitment to CHSA 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