

i can

...do something
more meaningful



SA Health Job Pack

Job Title	Grief and Loss Coordinator
Job Number	650142
Applications Closing Date	29/06/2018
Region / Division	SA Health - Women's and Children's Health Network
Health Service	Paediatric Palliative Care Service
Location	North Adelaide
Classification	AHP3 / PO3
Job Status	Part time, 18.75 hours per week, temporary up to 27 Aug 2023
Salary	AHP3: \$102,482 - \$109,204; PO3: \$99,495 - \$105,471

Criminal History Assessment

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

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

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

Contact Details

Full name	Sara Fleming
Phone number	8161 7994
Email address	sara.fleming@sa.gov.au

Guide to submitting an application

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

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

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

We request that you attach the following to your application -

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

* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



ROLE DESCRIPTION

Role Title:	Grief and Loss Co-ordinator
Classification Code:	AHP3
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCH)
Hospital/ Service/ Cluster	Women's and Children's Hospital (WCH)
Division:	Allied Health
Department/Section / Unit/ Ward:	Paediatric Palliative Care Service
Role reports to:	Paediatric Palliative Care Service, Psychological Medicine/Allied Health; as professionally appropriate
Role Created/ Reviewed Date:	January 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

Grief and Loss Co-ordinator will:

- > Deliver consultation and coordination of family grief and loss support services, including direct therapy services, to children, their families and communities referred to the Paediatric Palliative Care Service
- > Develop, project manage and participate in the development of grief and loss programmes for the service
- > Initiate and participate in the planning, promotion and maintenance of research and ongoing planning and evaluation of the Paediatric Palliative Care Service
- > Establish and facilitate a Bereavement Hub for the WCH Network.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

Internal

- > Works collaboratively with other members of the multidisciplinary teams; Paediatric Palliative Care and staff of other units within WCHN

External

- > Works with community therapy services, health care resources, and diagnosis related support groups

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Developing the role of Grief and Loss Co-ordinator in the Paediatric Palliative Care Service
- > Dealing appropriately and relevantly with children, youth and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices
- > Keeping up to date with professional standards of practice and research
- > Working in a high activity and emotive environment
- > Collaborating with team members and stakeholders to identify service delivery needs and plan, implement and evaluate services to address the needs of the broader WCHN bereaved population

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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > 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.

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > The incumbent must have a current drivers licence.
- > Grief and Loss Co-ordinator is required to work in accordance with legislative and professional requirements including Professional Practice Standards consistent with the appropriate discipline.
- > May be required to deliver services in other locations within WCHN and the community of South Australia.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide a high quality specialist grief and loss support to children, young people and their families eligible for the Paediatric Palliative Care Service	<p>1.1 Provide assessment and therapy services to children, young people and families.</p> <ul style="list-style-type: none"> > Responsible for a direct clinical caseload > Provide Individual/family therapeutic services > Demonstrate competency in a range of evidence based grief and loss support therapies <p>1.2 Design and implement specialist grief and loss clinical services.</p> <ul style="list-style-type: none"> > Project manage a highly innovative grief and loss specialist program for the state wide Paediatric Palliative Care Service (PPCS), including but not limited to bereaved families known to the PPCS > Identify and case manage referrals to the PPCS for grief and loss counselling and support, through the identification and risk assessment of psychosocial, practical and emotional/spiritual issues for children, families and communities > Exercise professional judgement to develop care plans that coordinate and manage child, family, and community grief and loss issues > In conjunction with the Business Support Consultant, evaluate professional and economic impacts of the program <p>1.3 Build community capacity in grief and loss counselling for children, families and communities.</p> <ul style="list-style-type: none"> > Provide consultative and collaborative advice for grief and loss support strategies to health care professionals, community organisations and carers working with children, families and communities <p>1.4 Ensure delivery of care to children, families and their communities is evidence based.</p> <ul style="list-style-type: none"> > Provide a high standard of clinical practice through the application of professional standards and adherence to policies, protocols and procedures
Facilitate a WCHN Bereavement Hub	<p>2.1 Facilitate a Bereavement Hub; identified in the 'Saying Goodbye' research recommendations.</p> <ul style="list-style-type: none"> > In collaboration with the PPCS clinical lead co-ordinate and promote accessible bereavement support for WCH bereaved clients > Implement continuous evaluation criteria useful for accumulating evidence-based data > Pursue opportunities for promotion of evaluation outcomes
Paediatric Palliative Care Service Collaboration	<p>3.1 Contribute to the efficient and effective functioning of the interdisciplinary team.</p> <ul style="list-style-type: none"> > Participate in the area of team and service development by: <ul style="list-style-type: none"> o Collaboratively participating in multi-disciplinary PPCS clinical team meetings, and o Contribute actively to team maintenance functions > Apply professional knowledge to work collaboratively with members of other disciplines within WCHN, and with consumer groups to ensure an optimal coordinated service for consumers <p>3.2 Support the PPCS team member contributions for positive client outcomes.</p> <ul style="list-style-type: none"> > Seek to provide support through positive communication, collaboration, and consultation, thus enhancing and promoting job satisfaction

Education, Teaching and Research	<p>4.1 Deliver and promote education and practice knowledge in the field of grief and loss therapy to children, their families and communities living with life threatening illness.</p> <ul style="list-style-type: none"> > Understand and promote paediatric palliative care grief and loss support and education within the region > Support and participate in the provision of training to staff, both discipline specific and other <p>4.2 Facilitate ongoing training and development to improve knowledge base in the area of paediatric grief and loss.</p> <ul style="list-style-type: none"> > In collaboration with the PPCS clinical lead identify, initiate and manage a training program that builds capacity and knowledge base, within the professional discipline and community, in the area of paediatric palliative care grief and loss counselling > Continually develop clinical expertise in the practice of grief and loss support <p>4.3 Contribute to research and evaluation activities.</p> <ul style="list-style-type: none"> > Participate in research programs and major projects for the PPCS > Participate at relevant professional and community conferences > Benchmark contemporary models of best practice
Divisional and Regional Responsibilities	<p>5.1 Appraise and advocate clinical, quality and service coordination issues in relation to paediatric grief and loss.</p> <ul style="list-style-type: none"> > Exercise professional judgement in the development and review of policies, programs and initiative submissions for PPCS grief and loss programs > In partnership with the PPCS clinical lead, promote the development of a continuum of care for children, families and their communities by establishing and maintaining cooperative relationships within the Division and Region > Participate on inter-agency and/or national committees to develop policy, planning and other initiatives

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Psychologist: Appropriate Degree or equivalent qualification and general registration with the Psychology Board of Australia.
- > Social Worker: Appropriate Degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.

Personal Abilities/Aptitudes/Skills:

- > Demonstrated commitment to inter-disciplinary practice.
- > Demonstrated ability to liaise and work in cooperation with a range of community organisations to ensure an appropriate continuum of care for patients and their families.
- > Excellent interpersonal and communication skills (verbal and written) to ensure effective consultation and liaison.
- > Ability to develop professional relationships and networks to facilitate high quality psychological participation.
- > Demonstrated resilient self-care practices working to support families facing adversity.
- > Demonstrated reflective practice to improve clinical expertise.
- > Ability to manage to the spirit and principles of the Premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

Experience:

- > Experience in conducting psychological assessment and intervention with children, young people and families experiencing emotional, behavioural and / or cognitive difficulties.
- > Experience in service provision within a multi-disciplinary and inter-disciplinary setting and across a range of agencies.

Knowledge:

- > Knowledge and understanding of child development, behaviour, family and systems theory, and child and adolescent assessment and intervention strategies, and clinical grief and loss practice.
- > Knowledge of the child protection system in S.A., including an understanding of legislation affecting practice.
- > Knowledge of the principles and practice of OHSW, Equal Opportunity, the Public Sector Act 2009 Code of Ethics and diversity appropriate to the requirements of the position.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Evidence of Post Tertiary education in the discipline of paediatric and/or palliative care

Personal Abilities/Aptitudes/Skills:

- > Demonstrated commitment to worker and consumer participation in service planning.
- > Demonstrated ability to undertake quantitative and qualitative research and publish such research.

Experience:

- > Experience in working with children, and adolescents who have experienced major mental health problems.
- > Participation in relevant professional organisations and interest groups.
- > Clinical experience in the specialty of grief and loss working with paediatrics and/or family grief and loss.
- > Minimum of two years full time post-graduate clinical experience in the area of child/adolescent psychology (or part-time equivalent) and experience in provision of neuropsychological services.

Knowledge:

- > Knowledge of quality assurance principles and objectives as applied to health service delivery.
- > Knowledge of the SA Public Health system.
- > Knowledge of Grief and Loss strategies.

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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA 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.

Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services
- Primary health care and population health programs
- Integrated community care services
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs
- Education and training programs
- Research.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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: Sara Fleming

Role Title: Clinical Lead

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

Women's and Children's Health Network Strategic Plan 2011–2017

Vision

Better health for children, young people and women.

Purpose

To provide quality health services for children, young people and women.

Values

These values will be demonstrated through everything we do:

- > **Respect** for our clients, patients, colleagues and communities
- > Act with **integrity, honesty** and **accountability**
- > Improve our services and care through **innovation**, learning, experience and research.

Strategic Goals

Goal 1: Provide quality health care to our patients, clients, and communities.

Goal 2: Provide effective systems and processes to support delivery of our health services.

Goal 3: Prioritise and allocate resources and infrastructure to best meet health needs.

Goal 4: Build and support our people, culture and capability.

Patients, Clients, Communities

Goal 1: Provide quality health care to our patients, clients, and communities.

To achieve our vision, the key outcomes we must deliver are:

- > Contribute to the population's health and wellbeing
- > Improve opportunities to prevent illness and promote health
- > Reduce the gap between Aboriginal and non-Aboriginal health and wellbeing
- > Provide specialist services
- > Improve equity of access to health services

Systems and Processes

Goal 2: Provide effective systems and processes to support delivery of our health services.

To deliver the required community outcomes, we need to achieve:

- > Person-centred care and continuous service review
- > Safe and evidenced based healthcare
- > Illness prevention and health promotion across all service areas
- > Organisational risk management
- > Quality and integrated health care
- > Leadership in specialist services for the state
- > Community engagement
- > Strong partnerships

Resources and Infrastructure

Goal 3: Manage resources and infrastructure to best meet health needs.

To deliver the required community outcomes, we need to:

- > Prioritise and allocate resources and infrastructure
- > Efficiently utilise current resources
- > Effectively manage resources and assets for maximum benefit
- > Plan for future needs based on evidence and best practice

Our People, Culture and Capability *(Employees, Volunteers and Contracted)*

Goal 4: Build and support our people, culture and capability.

To achieve the desired outcomes and sustain our ability to change and improve, we need to:

- > Always demonstrate our shared organisational values and culture of service
- > Attract and retain the required high quality staff
- > Develop competence, capability, individual accountability and performance
- > Ensure a safe working environment
- > Demonstrate innovative healthcare
- > Foster teamwork



ROLE DESCRIPTION

Role Title:	Grief and Loss Co-ordinator
Classification Code:	PO3
LHN/ HN/ SAAS/ DHA:	Women's and Children's Health Network (WCH)
Hospital/ Service/ Cluster	Women's and Children's Hospital (WCH)
Division:	Allied Health
Department/Section / Unit/ Ward:	Paediatric Palliative Care Service
Role reports to:	Paediatric Palliative Care Service, Psychological Medicine/Allied Health; as professionally appropriate
Role Created/ Reviewed Date:	March 2018
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

ROLE CONTEXT

Primary Objective(s) of role:

Grief and Loss Co-ordinator will:

- > Deliver consultation and coordination of family grief and loss support services, including direct therapy services, to children, their families and communities referred to the Paediatric Palliative Care Service
- > Develop, project manage and participate in the development of grief and loss programmes for the service
- > Initiate and participate in the planning, promotion and maintenance of research and ongoing planning and evaluation of the Paediatric Palliative Care Service
- > Establish and facilitate a Bereavement Hub for the WCH Network.

Direct Reports:

- > Nil

Key Relationships/ Interactions:

Internal

- > Works collaboratively with other members of the multidisciplinary teams; Paediatric Palliative Care and staff of other units within WCHN

External

- > Works with community therapy services, health care resources, and diagnosis related support groups

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Developing the role of Grief and Loss Co-ordinator in the Paediatric Palliative Care Service
- > Dealing appropriately and relevantly with children, youth and their families where there are multiple complexities, diverse cultural backgrounds and expectations of clients
- > Accepting responsibility for the maintenance of own knowledge and professional competence and contemporary practices
- > Keeping up to date with professional standards of practice and research
- > Working in a high activity and emotive environment
- > Collaborating with team members and stakeholders to identify service delivery needs and plan, implement and evaluate services to address the needs of the broader WCHN bereaved population

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.
- > Meet immunisation requirements as outlined by the *Immunisation Guidelines for Health Care Workers in South Australia 2014*.
- > 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.

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > The incumbent must have a current drivers licence.
- > Grief and Loss Co-ordinator is required to work in accordance with legislative and professional requirements including Professional Practice Standards consistent with the appropriate discipline.
- > May be required to deliver services in other locations within WCHN and the community of South Australia.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Provide a high quality specialist grief and loss support to children, young people and their families eligible for the Paediatric Palliative Care Service	<p>1.1 Provide assessment and therapy services to children, young people and families.</p> <ul style="list-style-type: none"> > Responsible for a direct clinical caseload > Provide Individual/family therapeutic services > Demonstrate competency in a range of evidence based grief and loss support therapies <p>1.2 Design and implement specialist grief and loss clinical services.</p> <ul style="list-style-type: none"> > Project manage a highly innovative grief and loss specialist program for the state wide Paediatric Palliative Care Service (PPCS), including but not limited to bereaved families known to the PPCS > Identify and case manage referrals to the PPCS for grief and loss counselling and support, through the identification and risk assessment of psychosocial, practical and emotional/spiritual issues for children, families and communities > Exercise professional judgement to develop care plans that coordinate and manage child, family, and community grief and loss issues > In conjunction with the Business Support Consultant, evaluate professional and economic impacts of the program <p>1.3 Build community capacity in grief and loss counselling for children, families and communities.</p> <ul style="list-style-type: none"> > Provide consultative and collaborative advice for grief and loss support strategies to health care professionals, community organisations and carers working with children, families and communities <p>1.4 Ensure delivery of care to children, families and their communities is evidence based.</p> <ul style="list-style-type: none"> > Provide a high standard of clinical practice through the application of professional standards and adherence to policies, protocols and procedures
Facilitate a WCHN Bereavement Hub	<p>2.1 Facilitate a Bereavement Hub; identified in the 'Saying Goodbye' research recommendations.</p> <ul style="list-style-type: none"> > In collaboration with the PPCS clinical lead co-ordinate and promote accessible bereavement support for WCHN bereaved clients > Implement continuous evaluation criteria useful for accumulating evidence-based data > Pursue opportunities for promotion of evaluation outcomes
Paediatric Palliative Care Service Collaboration	<p>3.1 Contribute to the efficient and effective functioning of the interdisciplinary team.</p> <ul style="list-style-type: none"> > Participate in the area of team and service development by: <ul style="list-style-type: none"> o Collaboratively participating in multi-disciplinary PPCS clinical team meetings, and o Contribute actively to team maintenance functions > Apply professional knowledge to work collaboratively with members of other disciplines within WCHN, and with consumer groups to ensure an optimal coordinated service for consumers <p>3.2 Support the PPCS team member contributions for positive client outcomes.</p> <ul style="list-style-type: none"> > Seek to provide support through positive communication, collaboration, and consultation, thus enhancing and promoting job satisfaction

Education, Teaching and Research	<p>4.1 Deliver and promote education and practice knowledge in the field of grief and loss therapy to children, their families and communities living with life threatening illness.</p> <ul style="list-style-type: none"> > Understand and promote paediatric palliative care grief and loss support and education within the region > Support and participate in the provision of training to staff, both discipline specific and other <p>4.2 Facilitate ongoing training and development to improve knowledge base in the area of paediatric grief and loss.</p> <ul style="list-style-type: none"> > In collaboration with the PPCS clinical lead identify, initiate and manage a training program that builds capacity and knowledge base, within the professional discipline and community, in the area of paediatric palliative care grief and loss counselling > Continually develop clinical expertise in the practice of grief and loss support <p>4.3 Contribute to research and evaluation activities.</p> <ul style="list-style-type: none"> > Participate in research programs and major projects for the PPCS > Participate at relevant professional and community conferences > Benchmark contemporary models of best practice
Divisional and Regional Responsibilities	<p>5.1 Appraise and advocate clinical, quality and service coordination issues in relation to paediatric grief and loss.</p> <ul style="list-style-type: none"> > Exercise professional judgement in the development and review of policies, programs and initiative submissions for PPCS grief and loss programs > In partnership with the PPCS clinical lead, promote the development of a continuum of care for children, families and their communities by establishing and maintaining cooperative relationships within the Division and Region > Participate on inter-agency and/or national committees to develop policy, planning and other initiatives

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications:

- > Counsellor: Degree qualification and supervised clinical experience that enables eligibility for listing on the Psychotherapy and Counselling Federation of Australia (PACFA) Register and/or registration at the minimum of level 3 with the Australian Counselling Association (ACA).

Personal Abilities/Aptitudes/Skills:

- > Demonstrated commitment to inter-disciplinary practice.
- > Demonstrated ability to liaise and work in cooperation with a range of community organisations to ensure an appropriate continuum of care for patients and their families.
- > Excellent interpersonal and communication skills (verbal and written) to ensure effective consultation and liaison.
- > Ability to develop professional relationships and networks to facilitate high quality psychological participation.
- > Demonstrated resilient self-care practices working to support families facing adversity.
- > Demonstrated reflective practice to improve clinical expertise.
- > Ability to manage to the spirit and principles of the Premier's safety Commitment and the legislative requirements of the Occupational Health Safety and Welfare Act, utilising AS/NZS 4360 Risk Management, or to an equivalent set of standards

Experience:

- > Experience in conducting psychological assessment and intervention with children, young people and families experiencing emotional, behavioural and / or cognitive difficulties.
- > Experience in service provision within a multi-disciplinary and inter-disciplinary setting and across a range of agencies.

Knowledge:

- > Knowledge and understanding of child development, behaviour, family and systems theory, and child and adolescent assessment and intervention strategies, and clinical grief and loss practice.
- > Knowledge of the child protection system in S.A., including an understanding of legislation affecting practice.
- > Knowledge of the principles and practice of OHSW, Equal Opportunity, the Public Sector Act 2009 Code of Ethics and diversity appropriate to the requirements of the position.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications:

- > Evidence of Post Tertiary education in the discipline of paediatric and/or palliative care

Personal Abilities/Aptitudes/Skills:

- > Demonstrated commitment to worker and consumer participation in service planning.
- > Demonstrated ability to undertake quantitative and qualitative research and publish such research.

Experience:

- > Experience in working with children, and adolescents who have experienced major mental health problems.
- > Participation in relevant professional organisations and interest groups.
- > Clinical experience in the specialty of grief and loss working with paediatrics and/or family grief and loss.
- > Minimum of two years full time post-graduate clinical experience in the area of child/adolescent psychology (or part-time equivalent) and experience in provision of neuropsychological services.

Knowledge:

- > Knowledge of quality assurance principles and objectives as applied to health service delivery.
- > Knowledge of the SA Public Health system.
- > Knowledge of Grief and Loss strategies.

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 Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA 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.

Health Network/ Division/ Department:

The Women's and Children's Health Network (WCHN) was established to promote, maintain and restore the health of women, children and young people in South Australia. The Service plans, develops and coordinates health services as part of an integrated health system.

The Women's and Children's Health Network efficiently conducts and manages, within its identified resources, health services for children, young people and women, including:

- Specialist hospital services
- Primary health care and population health programs
- Integrated community care services
- Services to address the health and wellbeing of particular populations, including Aboriginal Health Programs
- Education and training programs
- Research.

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.

Domestic and Family Violence

The WCHN recognises violence against women as a human rights issue that must be addressed in the workplace, and is committed to a zero tolerance policy towards violence against women in the workplace. Accordingly employees must appropriately report and respond to any such acts in the workplace, and make available appropriate support to employees who may be experiencing violence in the community.

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: Sara Fleming

Role Title: Clinical Lead

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

Women's and Children's Health Network Strategic Plan 2011–2017

Vision

Better health for children, young people and women.

Purpose

To provide quality health services for children, young people and women.

Values

These values will be demonstrated through everything we do:

- > **Respect** for our clients, patients, colleagues and communities
- > Act with **integrity, honesty** and **accountability**
- > Improve our services and care through **innovation**, learning, experience and research.

Strategic Goals

Goal 1: Provide quality health care to our patients, clients, and communities.

Goal 2: Provide effective systems and processes to support delivery of our health services.

Goal 3: Prioritise and allocate resources and infrastructure to best meet health needs.

Goal 4: Build and support our people, culture and capability.

Patients, Clients, Communities

Goal 1: Provide quality health care to our patients, clients, and communities.

To achieve our vision, the key outcomes we must deliver are:

- > Contribute to the population's health and wellbeing
- > Improve opportunities to prevent illness and promote health
- > Reduce the gap between Aboriginal and non-Aboriginal health and wellbeing
- > Provide specialist services
- > Improve equity of access to health services

Systems and Processes

Goal 2: Provide effective systems and processes to support delivery of our health services.

To deliver the required community outcomes, we need to achieve:

- > Person-centred care and continuous service review
- > Safe and evidenced based healthcare
- > Illness prevention and health promotion across all service areas
- > Organisational risk management
- > Quality and integrated health care
- > Leadership in specialist services for the state
- > Community engagement
- > Strong partnerships

Resources and Infrastructure

Goal 3: Manage resources and infrastructure to best meet health needs.

To deliver the required community outcomes, we need to:

- > Prioritise and allocate resources and infrastructure
- > Efficiently utilise current resources
- > Effectively manage resources and assets for maximum benefit
- > Plan for future needs based on evidence and best practice

Our People, Culture and Capability *(Employees, Volunteers and Contracted)*

Goal 4: Build and support our people, culture and capability.

To achieve the desired outcomes and sustain our ability to change and improve, we need to:

- > Always demonstrate our shared organisational values and culture of service
- > Attract and retain the required high quality staff
- > Develop competence, capability, individual accountability and performance
- > Ensure a safe working environment
- > Demonstrate innovative healthcare
- > Foster teamwork