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SA Health Job Pack

Job Title	Occupational Therapist
Job Number	653673
Applications Closing Date	30 November 2018
Region / Division	Country Health SA Local Health Network
Health Service	Mental Health Service
Location	Various locations
Classification	AHP1
Job Status	Ongoing and Temporary (Full Time and Part Time)
Indicative Total Remuneration*	\$66,603 - \$81,572

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.

Enquiries

Full name	Ruth McPhail, Senior Manager, Acute Services / Director of Nursing
Email address	Health.CHSAMHWorkforce@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

POSITION DESCRIPTION

Job Title	Occupational Therapist (OT)	Classification	AHP1	Position Number	Various
Region	Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS)	Term	As negotiated	Position Created	January 2016
Area	Various locations As negotiated	FTE	As negotiated	Last Updated	February 2018
Criminal History Clearance Requirements:		<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)			

Broad Purpose of the Position

Under the direct supervision of a senior clinician, the Occupational Therapist (OT) will contribute to the delivery of a comprehensive and integrated range of evidenced based, recovery oriented services across the multi-disciplinary Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS) appropriate to the needs of the consumer and the local community. The OT will consolidate knowledge and skills and develop in capability through continuous professional development and experience.

To achieve this, the OT contributes to the delivery of integrated clinical mental health care to consumers across community, acute and rehabilitation service settings and utilises a combination of Occupational Therapy therapeutic approaches.

Qualifications

Must hold a recognised Occupational Therapy qualification and as a regulated profession be eligible for registration as an occupational therapist in Australia.

Handling of Official Information

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential. SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

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

White Ribbon

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

Cultural Statement

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

Special Conditions

- > A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.

Key Relationships

- Reports operationally to the MH Team Leader.
- Works under Clinical Supervision, from a more senior Occupational Therapist in accordance with the *SA Health Allied Health Clinical*

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<ul style="list-style-type: none"> > 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. > <i>Prescribed Positions</i> under the <i>Children's Protection Act (1993)</i> must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI). > <i>Approved Aged Care Provider Positions</i> as defined under the <i>Accountability Principles 1998</i> made in pursuant to the <i>Aged Care Act 2007 (Cth)</i> must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care. > <i>Prescribed Positions</i> will also require a NPC general probity clearance. > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue. > 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 > 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. > Country Health SA Local Health Network Mental Health embraces the principles of positive psychology and aims to be a flourishing Mental Health service that impacts meaningfully and positively on the communities it serves. To this end, CHSALHN Mental Health promotes the principles of PERMA, as described by Dr Martin Seligman- Adelaide Thinker in Residence Program, for our staff, consumers and partners. 	<p><i>Supervision Framework.</i></p> <ul style="list-style-type: none"> ▪ Draws on multi-professional clinical networks for support in specialty areas of mental health service delivery. ▪ Works within a multi-disciplinary framework, in collaboration with other health professionals, service providers and the community. ▪ Develops and maintains cooperative and productive working relationships with all members of the multidisciplinary MHS, and members of the local health services. ▪ Liaises with MH consumers, carers, members of the public, community organisations, external service providers, contractors, and stakeholders across other government and non-government departments. ▪ Works collaboratively with other members of the relevant Occupational Therapy profession including but not limited to students. ▪ May be required to temporarily fulfill a higher position, appropriate to the incumbent's skills and capacity. 	
<p>Key Result Areas</p> <p>1. Technical Skills and Application</p>	<p>Generic Requirements</p> <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 senior professional 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>	<p>Specific or Local Requirements</p> <ul style="list-style-type: none"> ▪ Continues to develop and maintain the core mental health skills and knowledge essential in being able to offer a quality and safe mental health service to consumers with a severe and enduring mental illness within a multidisciplinary context. ▪ Develops and maintains an understanding of the roles of other health care workers and agency personnel to facilitate holistic mental health care of consumers and appropriate cross-referral and multi-disciplinary teamwork. ▪ Develops and maintains a working knowledge of regional and

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		<p>local support programs including home support services.</p> <ul style="list-style-type: none"> Provides a high quality occupational therapy mental health service to consumers and their carer's. Incorporating an occupational perspective (inclusive of occupational therapy assessment and intervention) that is evidence based informed and as appropriate to registration and credentialing status.
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"> Attending all mandatory training and actively pursuing other training and development as required to maintain currency of clinical knowledge; Applying reflective practice skills; Utilising the support of mentors and peers; and Actively participating in the professional development and review PRD process. <p>2.3 Contribute to the development of knowledge of effective practice through research, evaluation of services and information sharing with peers.</p> <p>2.4 With at least 12 months post-graduate experience, may be required to review aspects of the work of peers, provide professional advice to more recently employed allied health professionals, and contribute to the supervision of students and allied health assistants.</p>	<ul style="list-style-type: none"> Receives clinical advice, mentorship and support from the direct line manager. Works under Clinical Supervision and receives advice and support from a more senior Occupational Therapist in accordance with the <i>SA Health Allied Health Clinical Supervision Framework</i>. Actively participates within the relevant CHSALHN Allied Health Professional Network and CHSALHN MHS professional development activities. For professional associations requiring registration, all requirements with regard to ongoing annual professional development are maintained. Adopts a proactive approach to developing and maintaining contemporary knowledge and skills in the Occupational Therapy Profession through participation in continuing education and staff development. Develops and maintains inter and intra-professional clinical networks across South Australia and within the CHSALHN, CHSALHN MHS and SA Health. Actively shares and seeks out knowledge relevant to Occupational Therapy within Mental Health practice. As appropriate to experience and qualifications, provides support to peers and contributes to the supervision for students and support staff. Attends mandatory and non-mandatory training opportunities required by the organisation and/ or recommended by the direct line manager or clinical supervisor.
3 Client / Customer Service	<p>3.1 Treat all consumers 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 & promoting the cultural needs of the community.</p> <p>3.3 Apply consumer-centred practice and community engagement principles in the provision of services, ensuring consumers are meaningfully involved in all aspects of their care.</p>	<ul style="list-style-type: none"> Supports consumers through their consumer journey by applying a recovery orientated and an occupational perspective approach to practice that is evidence based formed. Utilises service eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs. Assists consumers, their carer's and families to make informed choices about appropriate care options.

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<p>4 Administration and Documentation</p>	<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 (including Quality Risk & Safety [QRS], Adequate Records Management [ARM] and Client Management Engine [CME]).</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"> ▪ Maintains appropriate statistics and records in accordance with CHSALHN MHS and SA Health requirements. ▪ Contributes to a range of health promotions programs and projects within CHSALHN MHS. ▪ Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback. ▪ From the Occupational Therapy perspective, writes reports that detail clear clinical opinion and recommendations.
<p>5 Teamwork and Communication</p>	<p>5.1 Participate in service planning to improve the effectiveness, efficiency, equitable distribution and evidence-based nature of CHSALHN 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 CHSALHN's vision, mission, strategic priorities and values.</p>	<ul style="list-style-type: none"> ▪ Contributes constructively and actively as a member of the multi-disciplinary team. ▪ Actively participates in team meetings and activities. ▪ Actively participates in MHS wide and local staff forums as required. ▪ Works effectively with other agencies to ensure that consumers are able to access coordinated care appropriate to their needs. ▪ Participates as a member of the Occupational Therapy group in the local region and across CHSALHN MHS.
<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 consumer 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 Complying with the Code of Ethics for Public Sector Employees.</p>	<ul style="list-style-type: none"> ▪ Contributes to on-going review, development, evaluation and implementation of Allied Health related services within CHSALHN MHS. ▪ Contributes to quality improvement activities and the Accreditation process.
<p>Approved by Authorised Officer</p>	<p>..... / /</p>	<p>Accepted by Incumbent</p> <p>..... / /</p>

APPLICANT GUIDELINES



Job Title	Occupational Therapist, Mental Health	Classification	AHP1
Region	Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS)	Term	As negotiated
Area	Various locations As negotiated	FTE	As negotiated

To apply for the position, you will need to provide:

- (1) A current Curriculum Vitae (CV), outlining your relevant qualifications, work experience and contact details of 3 professional referees
- (2) A cover letter, including:
 - Title of the position and vacancy reference number (from advertisement)
 - Outline of your reasons for applying for the position
 - Brief summary of your ability to fulfil the role:
 - Please address each of the 6 Key Result Areas (KRA) separately, using dot points. Refer to the table below for some suggestions of the type of information you may like to include.
 - You do not need to address the selection criteria individually in your written application. These may be used to assess your suitability for the role during the merit-based selection process.
 - Keep it brief – no more than 2 pages.

Please forward your application by the due date, as per the details outlined in the job advertisement.

Key Result Area	Selection Criteria <i>(suggestions of information to include in your application)</i>
1. Technical Skills and Application	a) Your professional qualifications, professional association membership and registration status (if relevant) - <i>refer page 1 for minimum qualification requirements.</i> b) Professional experience <i>relevant to this role</i> : <ul style="list-style-type: none"> ▪ Outline scope and nature of previous professional roles; ▪ Previous involvement in service development (may include outcome measures, research & evaluation); ▪ Project management skills or knowledge of project management principles; and ▪ Examples of competency in applying primary health care principles. c) <i>Examples</i> of other skills, knowledge or experiences that demonstrate your suitability for the role: <ul style="list-style-type: none"> ▪ e.g.: creativity, resourcefulness, flexibility, adaptability, problem solving skills.
2. Personal and professional development	a) Outline previous initiatives that demonstrate your commitment to reflective practice, and proactive development of self and others. May include reference to training or additional qualifications <i>of relevance to this role.</i> b) Any experience in leadership and management (work or non-work roles).
3. Client / Customer Service	a) Knowledge of CHSALHN services, priorities and strategic directions. b) Previous experience & skills in community engagement, consumer-centred practice and cultural competency.
4. Administration & Documentation	a) Highlight <i>relevant</i> skills, experience or training. Include reference to specific systems or software programs <i>if relevant.</i>
5. Teamwork and Communication	a) Outline your communication and team work skills, <i>with examples.</i> b) <i>Examples</i> of your ability to contribute to an effective team, including working with diverse health professionals, the community and service providers from other sectors.
6. Continuous Improvement	a) <i>Examples</i> of how you have contributed previously to quality improvement, evaluation and research or demonstrated understanding of how this role would contribute to continuous improvement.