



# i can

...help shape the future  
of mental health care in  
country South Australia

## SA Health Job Pack

<b>Job Title</b>	Occupational Therapist
<b>Job Number</b>	653673
<b>Applications Closing Date</b>	30 November 2018
<b>Region / Division</b>	Country Health SA Local Health Network
<b>Health Service</b>	Mental Health Service
<b>Location</b>	Various locations
<b>Classification</b>	AHP2
<b>Job Status</b>	Ongoing and Temporary (Full Time and Part Time)
<b>Indicative Total Remuneration*</b>	\$86,052 - \$99,495

## 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](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Enquiries

<b>Full name</b>	Ruth McPhail, Senior Manager, Acute Services / Director of Nursing
<b>Email address</b>	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

<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP2	<b>Position Number</b>	Various
<b>Region</b>	Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS)	<b>Term</b>	As negotiated	<b>Position Created</b>	January 2016
<b>Area</b>	Various locations As negotiated	<b>FTE</b>	As negotiated	<b>Last Updated</b>	February 2018
<b>Criminal History Clearance Requirements:</b>		<input checked="" type="checkbox"/> Child (DCSI) <input checked="" type="checkbox"/> Aged (NPC) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General probity (NPC)			

<p><b>Broad Purpose of the Position</b></p> <p>The Occupational Therapist (OT) 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 consumers, their carer's and families.</p> <p>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.</p>
<p><b>Qualifications</b></p> <p>Must hold a recognised Occupational Therapy qualification and as a regulated profession be eligible for registration as an occupational therapist within Australia.</p>
<p><b>Handling of Official Information</b></p> <p>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.</p>
<p><b>White Ribbon</b></p> <p>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.</p>
<p><b>Cultural Statement</b></p> <p>CHSALHN welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. CSHALHN is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.</p>

## Special Conditions

- A current driver's license is essential, as is a willingness to drive on country roads and travel in light air craft as required. Intra state travel will be required; interstate travel may be required.
- Flexibility and some out of hours work may be required.
- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- *Approved Aged Care Provider Positions* as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007 (Cth)* must obtain a satisfactory National Police Certificate (NPC) through the South Australia Police confirming the clearance is for the purpose of working in Aged Care.
- *Prescribed Positions* 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.
- Will be required to comply with the requirements of the CHSALHN Procedure for Credentialing Allied Health and Scientific Health Professionals
- May be required to maintain a clinical caseload or clinical supervision responsibilities, the proportion of which may be subject to change, commensurate with other management / project / education / research responsibilities.
- Must be willing to undertake mandatory Non-violent Crisis Intervention Training. Participation in an on call after hour's roster may be required.

## Key Relationships

- Reports operationally to the MH Team Leader through to the Regional Manager for operational and administrative matters.
- Works under the clinical supervision, advice and support of the Advanced Clinical Lead, Occupational Therapy or Clinical Senior, Occupational Therapist in accordance with the *SA Health Allied Health Clinical Supervision Framework*.
- May contribute to the supervision of less experienced Occupational Therapy professionals, para-professional staff and students, under direction from the Clinical Senior Occupational Therapist or Advanced Clinical Lead, Occupational Therapy.
- 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.
- Supports and works collaboratively with less experienced members of the Occupational Therapy mental health profession including graduates and students.
- 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
<p>1. Technical Skills and Application</p>	<p>1.1 Apply professional expertise, developing generalist / specialist knowledge, clinical competence and experience to provide professional services to consumer 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>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ 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;</li> <li>▪ Develops and maintains a working knowledge of regional and local support programs including home support services;</li> <li>▪ Provides a comprehensive high quality occupational therapy mental health service to consumers and their carer's;</li> <li>▪ Incorporates an occupational perspective (inclusive of occupational therapy assessment and intervention) that is evidence based, informed and appropriate to post graduate experience, registration and credentialing status;</li> <li>▪ Applies knowledge of contemporary methods of treatment and application in mental health; and</li> <li>▪ Provides a consultancy service to other staff, agencies and community members regarding provision of holistic mental health care services to consumers.</li> </ul>
<p>2. Personal and Professional Development</p>	<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> <li>c. Utilising the support of mentors and peers;</li> <li>d. Actively participating in the Annual Professional Development and Review (PDR) process, including developing and pursuing a personal / professional development plan in consultation with your line manager / clinical supervisor; and</li> <li>e. May provide professional leadership in the relevant network, including facilitating access to training for professional staff.</li> </ol> <p>2.3 May be required to provide 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>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ In accordance with the CHSALHN Allied Health Clinical Supervision Framework actively engages in and develops a formal clinical supervision agreement with the Clinical Senior, Occupational Therapist and Advanced Clinical Lead, Occupational Therapy;</li> <li>▪ Takes responsibility for attendance, preparation of agenda and formal reporting to ensure requirements for ongoing registration and credentialing with <i>SA Health Allied Health Clinical Supervision Framework</i> are met;</li> <li>▪ Actively participates within the CHSALHN Occupational Therapy and CHSALHN MHS professional development activities;</li> <li>▪ 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;</li> <li>▪ Develops and maintains inter and intra-professional clinical networks across South Australia and within the CHSALHN, CHSALHN MHS and SA Health;</li> <li>▪ Actively shares and seeks out knowledge relevant to Mental Health practice and shares knowledge from professional development workshops conferences with staff from the Occupational Therapy Discipline and members of CHSALHN MHS;</li> </ul>

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	<p>2.4 Develop, share and support your peers / supervised staff 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>Contributes to the supervision of students on clinical placement within the Occupational Therapy profession; and</li> <li>Attends mandatory and non-mandatory training opportunities required by the organisation and/or recommended by the direct line manager or clinical supervisor.</li> </ul>
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 and promoting the cultural needs of the community.</p> <p>3.3 Contribute to improvements in the patient-journey driven distribution of services and apply consumer-centred practice and community engagement principles in development and delivery of services, ensuring consumers are meaningfully involved in all aspects of their care.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>Supports consumers through their patient journey by applying a recovery orientated and an occupational perspective approach to practice that is evidence based formed;</li> <li>Utilises service eligibility and prioritisation frameworks to inform work plans and services in accordance with community needs;</li> <li>Advocates on behalf of consumers with a mental illness; and</li> <li>Applies comprehensive knowledge of the National Mental Health Strategy, Mental Health Standards and relevant legislation.</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] 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 coordinate discrete projects and / or contribute to areas of policy that are considered to be complex, requiring discipline knowledge and experience, and which are undertaken under limited direction.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>Maintains professional documentation and contributes to the development of consumer care plans;</li> <li>Contributes to the review, development and adaptation of clinical and administrative resources to support continuing practicing Improvement (CPI) initiatives;</li> <li>Participates in all auditing and evaluation (internal and external) procedures and recommendations;</li> <li>Maintains appropriate statistics and records in accordance with CHSALHN MHS and SA Health requirements;</li> <li>Contributes to a range of health promotions programs within CHSALHN MHS;</li> <li>Utilises the Safety Learning System (SLS) to report consumer risks, incidents and consumer feedback; and</li> <li>From the Occupational Therapy professional perspective, writes clear, detailed and comprehensive reports appropriately documenting clinical opinion and recommendations.</li> </ul>
5 Teamwork and Communication	<p>5.1 Utilise professional knowledge and skills in contributing to research and / or service development activities at the local level and / or within your profession across CHSALHN; to support the effective, efficient, equitable distribution (according to need) 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, foster teamwork and support others</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>Works as a member of a multidisciplinary team and contributes towards required clinical and administrative duties as appropriate. Actively participates in regular team meetings, participate in a duty roster system for intake of referrals;</li> <li>Actively participates in CHSALHN MHS wide and local staff forums as required;</li> <li>Works effectively with other agencies to ensure that consumers</li> </ul>

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	<p>to develop effective working relationships and achieve team goals</p> <p>5.4 Communicate and negotiate effectively (both verbally and in writing) with a diverse range of people including consumers, the community, team members, management and other stakeholders</p> <p>5.5 Work in accordance with Country Health SA’s vision, mission, strategic priorities and values.</p>	<p>are able to access coordinated care appropriate to their needs;</p> <ul style="list-style-type: none"> <li>▪ Allocates and coordinates the delivery of individual psychosocial support packages;</li> <li>▪ Participates as a member of the Occupational Therapy professional group in the local region and across CHSALHN MHS; and</li> <li>▪ From the Occupational Therapy professional stream, contributes actively and constructively to consumer care planning by offering an Occupational Therapy discipline specific perspective.</li> </ul>
<p>6 Continuous Improvement</p>	<p>6.1 Contribute to quality improvement programs and other organisational activities required to meet Service / Accreditation standards, and support supervised staff / students to comply with requirements.</p> <p>6.2 Proactively seek opportunities to improve professional tasks and services, by monitoring service access, emerging trends and community needs, and contributing to ongoing evaluation of services.</p> <p>6.3 Seek consumer feedback on services and respond proactively to consumer complaints and feedback. As required, contribute to investigations of consumer complaints, with a view to informing systematic improvements in services.</p> <p>6.4 Contribute to discipline-specific and multi-professional research, service development, and advances of techniques used, through research (under direction), data analysis, evaluation of services and development of recommendations to assist Management decision making.</p> <p>6.5 Complying with the Code of Ethics for Public Sector Employees.</p>	<p>The incumbent:</p> <ul style="list-style-type: none"> <li>▪ Contributes to the ongoing review, development and evaluation and implementation of high quality and effective mental health services;</li> <li>▪ Contributes to the effective use of clinical resources, through optimising the balance between direct service provision to individuals and groups, preventative and health promotion activities and consultancy to external agencies;</li> <li>▪ In collaboration with the direct line manager, develop reports, submissions and proposals as required; and</li> <li>▪ Contributes to local quality improvement activities and accreditation.</li> </ul>
<p><b>Approved by Authorised Officer</b></p>	<p>..... / /</p>	<p><b>Accepted by Incumbent</b></p> <p>..... / /</p>

# APPLICANT GUIDELINES



<b>Job Title</b>	Occupational Therapist	<b>Classification</b>	AHP2
<b>Region</b>	Country Health SA Local Health Network Inc. Mental Health Service (CHSALHN MHS)	<b>Term</b>	As negotiated
<b>Area</b>	Various locations As negotiated	<b>FTE</b>	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 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 and evaluation;</li> <li>▪ Change management &amp; project management skills / experience; and</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, prioritisation and problem solving skills.</li> </ul>
2. Personal and 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 CHSALHN services, priorities and strategic directions. b) Examples that demonstrate skills in community engagement, consumer-centred practice and cultural competency.
4. Administration and 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.