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## SA Health Job Pack

<b>Job Title</b>	<b>Community Rehabilitation Workers - Casual - Mental Health</b>
<b>Job Number</b>	<b>520814</b>
<b>Applications Closing Date</b>	6 <sup>th</sup> September 2013
<b>Region / Division</b>	Central Adelaide Local Health Network
<b>Health Service</b>	Mental Health Services
<b>Location</b>	Elpida House, EICC, WICC
<b>Classification</b>	OPS2
<b>Job Status</b>	Casual This is a casual position for which a 24 percent casual loading applies in lieu of sick leave and annual leave.
<b>Base Salary*</b>	\$23.41 / \$25.34 per hour

## Contact Details

<b>Full name</b>	Anthony McPhail
<b>Job Title</b>	Manager, Central Adelaide Local Health Network
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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.

Title Position: Community Rehabilitation Worker	Organisation: Department of Health & Ageing
Classification Code: OPS2	Division: <b>Central Adelaide Local Health Network</b>
Discipline Code: Operational	Directorate: Mental Health
Type of Appointment:	Area: Eastern & Western Mental Health
o Ongoing	Unit: Elpida Hse, EICC, WICC
o Temporary	Position Number:
X OtherCasual Term 12 months	Position Created:

### Job & Person Specification Approval

All excluding senior positions:

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CEO or delegate

### JOB SPECIFICATION

#### 1. Summary of the broad purpose of the position in relation to the organisation's goals:

The Community Rehabilitation Worker (CRW) works under the general direction of the shift coordinator to provide a range of non-clinical, psychosocial rehabilitation support in concert with those services provided by the professional/clinical on-site staff team. Tasks and duties performed will be of a practical nature, supporting a resident's accomplishment of their stated goals. The CRW will support residents in their goals of rehabilitation and recovery through the provision of direct support for day –to day tasks. Under the general direction of the shift coordinator the CRW will provide non-clinical psychosocial support as described within the Individual Rehabilitation Support Plans. As a member of the CRC team the CRW will work across a range of environments including the Centre and larger community to assist and support the development of the resident's rehabilitation in partnership with their existing formal and informal networks.

#### 2. Reporting/Working Relationships (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation.)

The incumbent reports to and is accountable to the Manager Elpida House or Clinical Service Coordinators from EICC and WICC. The CRW receives supervision and delegations on a daily basis from clinicians on shift, as directed by the Manager. The position is also required to establish and maintain consultative and collaborative working relationships internal and external key stakeholders.

#### 3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)

The appointee may be subject to a Criminal History Check prior to confirmation of appointment.

This is casual 12 month position rostered over a 7-day roster.

The Community Rehabilitation Worker (CRW) may be required to enter into an annual performance agreement for the achievement of (specific or service or program) outcomes.

Some intra and interstate travel may be required.

Must have a current, valid and unencumbered driver's licence.

May be required to work at any site within the Central Adelaide Local Health Network.

**4. Statement of Key Outcomes and Associated Activities** (Group into major areas of responsibility/activity and list in descending order of importance)

<b>POSITION SUMMARY</b> <i>Explains why this position exists and adds value to CALHN Rehabilitation and Recovery in Mental Health for its clients/patients.</i>	
<b>Outcomes</b>	<b>Strategies</b>
<b><i>Staff will work together in an environment where work and continuous professional development is valued.</i></b>	<ul style="list-style-type: none"> <li>• Effective and respectful communication processes will be integral to meeting the needs of all staff.</li> <li>• Regular performance appraisals will support ongoing best practice and provide an environment where continuous staff development and learning is encouraged.</li> </ul>
<b><i>Residents, carers, families and community stakeholders will receive education and information in a manner which enables them to understand psychiatric illness and disability and the support available.</i></b>	<ul style="list-style-type: none"> <li>• Under direction from Centre based professional staff and in accordance with Centre goals, relevant education and information will be provided for residents and carers.</li> <li>• Information will be provided in a language and manner which meets the individual residents' needs.</li> <li>• Assist with the provision of education and information to the wider community to improve knowledge of mental illness and recovery.</li> </ul>
<b><i>Individual Residents will be coached and supported in the development and sustainment of positive self management behaviours. Residents will receive direct, practical, goal focussed support and interventions of a non-clinical nature.</i></b>	<p><i>Under the direction of clinical/professional staff will undertake delegated tasks;</i></p> <ul style="list-style-type: none"> <li>• Contribute to the provision of an environment that supports the individual needs of residents in supporting their individual rehabilitation and recovery.</li> <li>• Facilitate the provision of a 'home – like environment' which affords dignity and respects the privacy of residents.</li> <li>• Encourage residents to increase their capacity of self management of illness and disability in order to promote independent functioning.</li> <li>• Aim to support residents in the least restrictive environment possible through the provision of effective psychosocial support and rehabilitation activities in order to successfully enable the transition to community living.</li> </ul> <p><b>These duties will include:</b></p> <ul style="list-style-type: none"> <li>• Undertaking rehabilitation of a practical and purposeful nature with residents both individually or in groups.</li> <li>• Undertaking specific practical tasks in order to model, demonstrate and support residents in establishing meal preparation, cooking, cleaning and other daily routines and household tasks essential to sustaining community tenure.</li> <li>• Engaging in educational, coaching, modelling behaviours and activities to support community integration, self management of illness and community living.</li> <li>• Contribute to Individual Rehabilitation Support Planning and provide purposeful, directed non – clinical psychosocial interventions.</li> <li>• Assisting in transporting and escorting residents as required.</li> </ul>

<b>Documentation and assessment will be consistently of a high standard.</b>	<ul style="list-style-type: none"> <li>• Documentation will be in accordance with the related policy and procedure.</li> <li>• Case notes and care plans will be regularly audited by the manager (or delegate) to ensure quality is maintained.</li> <li>• Ensure the completion of all outcome measures and evaluations as mandated and prescribed by the health service.</li> <li>• Assist in the implementation of individual rehabilitation support plans under direction by clinical or professional staff.</li> </ul>
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## **BEHAVIOURAL CAPABILITIES**

*These capabilities and associated behavioural characteristics are essential in fulfilling the requirements of this position.*

<b>Capabilities</b>	<b>Behavioural Characteristics</b>
<b>Results Focus</b>	<ul style="list-style-type: none"> <li>❑ Has clear goals and expectations in accordance with service directions and achieves performance objectives</li> <li>❑ Participate in performance reviews, in line with service and directorate priorities</li> <li>❑ Problem solves effectively in achieving satisfactory solutions and seek assistance from relevant clinical/professional staff as required</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>❑ An effective role model, demonstrating integrity, ethical standards, and work performance that is consistently of the highest standard</li> <li>❑ Accepts personal accountability for own actions and behaviours and how this impacts on others</li> <li>❑ Actions and decisions are transparent and consistent in accordance with own role and scope</li> <li>❑ Uses organisational resources effectively and efficiently</li> <li>❑ Aware of impact of self on others, manages own emotions and assist others to do the same, especially in times of change</li> <li>❑ Displays personal energy and enthusiasm and maintains a positive outlook even when faced with difficult situations or environments</li> </ul>
<b>Communication and Interpersonal Relationship</b>	<ul style="list-style-type: none"> <li>❑ Presents information both verbally and in writing in a clear and accurate manner</li> <li>❑ Understand different roles and perspectives within the organisation</li> <li>❑ Respects people, understanding cultural difference, is sensitive and values differences and builds a positive relationship with all stakeholders</li> <li>❑ Resolves interpersonal differences constructively and professionally to ensure no adverse consequences to the quality of internal and external client service or the working relationship</li> <li>❑ Builds effective relationships with other employees</li> </ul>
<b>Client Service Focus</b>	<ul style="list-style-type: none"> <li>❑ Understanding customer requirements and delivers services at a high standard in a responsive and timely manner</li> <li>❑ Demonstrates empathy and understanding of clients from diverse, cultural, ethnic and social backgrounds</li> </ul>

<b><i>Team Focus</i></b>	<input type="checkbox"/> Becomes part of, and promotes a team environment by showing respect, and acknowledging and validating other team members <input type="checkbox"/> Enhances team's effectiveness by participating in and supporting team goals <input type="checkbox"/> Actively builds trust, rapport in the participation and achievement of team goals Contributes and shares knowledge and skills with others
<b>Continuous Improvement</b>	<input type="checkbox"/> Engages in continuous improvement activities within own areas of responsibility <input type="checkbox"/> Seeks feedback and acts on opportunities for continuous personal and career development

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Acknowledged by Occupant ..... ..../...../.....

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary.)

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**Educational/Vocational Qualifications** (include only those listed in the Health Services HR Manual, as an essential qualification for the specified classification group)

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**Personal Abilities/Aptitudes/Skills** (Related to the job description, and expressed in a way which allows objective assessment.)

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- Demonstrated ability to communicate effectively with a diverse group of individuals and communities.
  - Demonstrated capacity for initiative and to work appropriately under direction.
  - Under direction, ability in assisting staff to carry out basic and rehabilitative tasks with service users, either individually or in groups.
  - Proven ability to work as a team member and to respectfully participate and contribute within a team environment.
  - Understanding of underpinning philosophy of rehabilitation and recovery in relation to psychiatric disability.
  - Demonstrated ability in working with community service providers in attainment of psychosocial supports and goals.
  - Ability to demonstrate competency in supporting the fulfilment of nominated desired goals and supporting, encouraging and undertaking the pursuit of same.
  - High standard of verbal and written skills.
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**Experience** (Including community experience)

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- Experience in reporting to and liaising with multiple stakeholders across the spectrum of mental health.
  - Experience in working within a health team environment and successful participation in such a setting.
  - Experience in working with consumers of mental health services.
  - Understanding of mental illness and the impacts of associated disability on the individual and their community.
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### Knowledge

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The incumbent is required to have a general understanding of the following:

- Relevant legislation pertaining to mental health services.
  - National mental health reform strategy and agenda.
  - Philosophy of rehabilitation and recovery as it pertains to psychosocial rehabilitation in working high and complex need clients.
  - Self management strategies in relation to mental health.
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**DESIRABLE CHARACTERISTICS** (To distinguish between applicants who have met all essential requirements).

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**Personal Abilities/Aptitude/Skills Experience**

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**Experience**

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**Knowledge**

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**Educational/Vocational Qualifications** (Considered to be useful in carrying out the responsibilities of the position).

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- Certificate IV Mental Health