

POSITION DESCRIPTION

Position Title:	Sargood Internship
Location:	Sargood on Collaroy
Duration:	2 Days per week, for minimum 12 weeks

Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A

Position Purpose:
<p>The internship program at Sargood on Collaroy aims to provide opportunities for motivated people living with spinal cord injury to develop work-related skills and gain workplace experience in their journey towards onward employment. The internship is a paid position, 2 days per week and will run for a minimum of 12 (by negotiation). Financial support for local accommodation for the duration of the internship is available for those outside of the Sydney metropolitan area, as is support for any adaptive equipment that may be required to fulfil the role. There will be one internship appointment in 2024, commencing June 2024.</p> <p>The role may involve a number of aspects, namely:</p> <ul style="list-style-type: none"> • working on and completing a service development project within the allotted internship period. Project ideas from applicants are welcomed during the application process, otherwise these can be allocated based on service development needs already identified by Sargood on Collaroy staff. The final choice of project will be at the discretion of Sargood on Collaroy management. • assisting in the day-to-day running of Sargood on Collaroy as appropriate to the skills and abilities of the intern. • interacting with guests and engaging in knowledge sharing on an ad-hoc, informal, peer-to-peer basis. • advising Sargood on Collaroy staff regarding aspects of service development and delivery, based on their lived experience as a person with SCI. <p>The suitable candidate will have a strong drive to return to work, and will make use of this internship opportunity to develop skills and experience that will assist in this journey. They will be able to work with autonomy with the support and supervision of the Sargood on Collaroy Clinical Operations Manager.</p>

Organisation Context:
<p>Sargood on Collaroy is a world first, purpose-built resort for people living with SCI. It opened for operation in March 2017 and is the conception of the Sargood Foundation. The internship program is funded by a grant from the Sargood Foundation, whose charter is to assist people with SCI to return to as full a role in life as possible.</p>

Organisational Relationships:

Reports to:

Clinical Operations Manager, Sargood on Collaroy.

Performance Review & Development Planning:

References and professional development plan will occur at the completion of the internship.

Qualifications, Skills & Experience:

Essential criteria

To be considered suitable, applicants must be:

- living with a spinal cord injury
- motivated to enter the workforce, and able to articulate how an internship at Sargood on Collaroy assists in their plan to do so.
- able to work 2 days per week for a minimum of 12 weeks, on-site at Sargood on Collaroy
- demonstrated ability to communicate effectively – both written and verbal
- excellent interpersonal skills
- ability to work both independently and within a team

Desirable criteria

It would be considered desirable for the applicant to:

- bring their own service development project ideas to the application process.
- possess skills and experience with providing peer support services.

GENERAL RESPONSIBILITIES

Work Health and Safety

Sargood on Collaroy is committed to providing a healthy and safe workplace for all employees, guests and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

- Ensure that all potential hazards, accidents and incidents are identified and notified
- Ensure your own safety and that of others

Equity and Zero Tolerance to Bullying, Harassment and Discrimination

Sargood on Collaroy upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Sargood on Collaroy will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.

As an employee of Sargood on Collaroy it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

Principles of Multiculturalism

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language

- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000
- Implement the Ethic Affairs Priority Statement (EAPS) within their area of responsibility

Code of Conduct

Sargood on Collaroy requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Sargood on Collaroy's values being:

- Person-centred: promoting independence in a supportive and innovative environment
- Honest and trustworthy: ethical, accountable and acting with integrity
- Collaborative and inclusive: fostering team-ship and participation
- Innovative and informed: committed to learning and development and continuous improvement

Safety & Quality

Sargood on Collaroy abides by the Relevant National Safety and Quality Health Care Standards. This continuous quality improvement approach facilitates the effective and efficient provision of quality care and maintenance of safety to clients of Sargood on Collaroy. All employees are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employees' area of interest and/or responsibility

Environmental Policy and Waste Minimisation

Being a good corporate citizen Sargood on Collaroy will seek to implement changes that will ensure that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation, the reduction of waste, and commitment to recycling

Smoke Free Policy

Sargood on Collaroy is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre

Sargood on Collaroy Policies and Procedures

It is a requirement that all Sargood on Collaroy employees read, understand and adhere to Sargood on Collaroy policies and procedures, paying particular attention to the following:

- Manual Handling
- Confidentiality of Patient Information
- Infection Control
- Security
- Fire Safety
- Emergency Procedures
- IT and Internet Utilisation

Document Control (office use only)	
Effective Date: 1 November 2023	Authorised by: Jessica Allen

Acknowledgement:

I accept the position description as documented above and understand that the position description will be reviewed during the internship. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

Name

Signature

_____/_____/_____
Date