

POSITION DESCRIPTION

Position Title:	Sargood Internship
Department:	Sargood on Collaroy
Location:	1 Brissenden Ave, Collaroy, NSW

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Online Driving Record Check required:	No
NDIS Worker Screening Check required:	Yes

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 weeks (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 two internship appointments in 2025/2026, commencing September 2025 and March 2026.</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:

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.

Organisational Relationships:

Reports to:	Clinical Operations Manager, Sargood on Collaroy.
Responsible for:	N/A

Performance Review & Development Planning:

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

Qualifications, Skills & Experience:

Essential

- 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 minimum 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

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

Key Internal & External Relationships:

Internal	Sargood on Collaroy staff, other employees from the Royal Rehab Group
External	Sargood on Collaroy guests

Delegations/Authority

Budget	N/A
Financial Delegations	As defined by the Delegations Authority policy

Key Responsibility Areas

Key Area of Accountability	Specific Tasks and Responsibilities
Service Development Project	<ul style="list-style-type: none"> • Undertake and complete a designated service development project within the internship period.

	<ul style="list-style-type: none"> Applicants are encouraged to propose project ideas during the application process. In the absence of proposed ideas, projects will be allocated based on Sargood on Collaroy's identified service development priorities. Final project selection is subject to approval by Sargood on Collaroy management.
Operational Support	<ul style="list-style-type: none"> Assist with the day-to-day operations of Sargood on Collaroy, in alignment with the intern's skills, experience, and abilities.
Guest Engagement and Peer Interaction	<ul style="list-style-type: none"> Engage with guests through informal, peer-to-peer interactions that promote knowledge sharing and support.
Advisory	<ul style="list-style-type: none"> Provide input and advice to Sargood on Collaroy staff regarding service development and delivery, drawing on lived experience as a person with spinal cord injury (SCI).

GENERAL RESPONSIBILITIES

Work Health and Safety

Royal Rehab is committed to providing a healthy and safe workplace for all employees, clients 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

Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab 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 Royal Rehab 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 Multicultural Policies and Services Program (MPSP) within their area of responsibility

Code of Conduct

Royal Rehab 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

Safety & Continuous Quality Improvement

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.

Organisational Values

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:

Honesty: We conduct ourselves with truth, openness and integrity.

I will:

- Be sincere and genuine with all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

Working Together: We work as a team to achieve shared goals.

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

Innovative Thinking: We embrace a culture of creativity to find the best solutions.

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

Environmental Policy and Waste Minimisation

Being a good corporate citizen Royal Rehab 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

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

Royal Rehab Policies and Procedures

It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab 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 (Hiring Manager use only)	
Effective Date: 1 November 2024	Authorised By: Jessica Allen

Acknowledgement:

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

Name

Signature

_____/_____/_____
Date