POSITION: Key Worker - Occupational Therapist (Early Childhood Intervention Services)

REPORTS TO: Manager/Leading Key Worker (Early Childhood Intervention Services)

LOCATED: Werribee

DATE: November 2017

ORGANISATIONAL ENVIRONMENT

Melbourne City Mission is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a non-denominational organisation that provides assistance to thousands of Victorian people and communities experiencing disadvantage.

As a service provider Melbourne City Mission’s work is focussed on providing a hand up not a hand out, supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes: Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; Aged Care; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing dis-advantage.

JOB CONTEXT

The Early Childhood Intervention Program is a specialist service for families of children with developmental delay/disabilities.

Early Childhood Intervention is based on the importance of maximizing interventions in the early years to achieve optimum outcomes in later development.

We work in partnership with families, valuing their skills, knowledge and involvement. We respond to their needs and choices by providing support, information and resources.

The Key Worker will deliver quality services and supports within a social insurance model that is focused on achieving outcomes and return on investment. The support delivered will be mutually agreed on by parent/caregiver and service, based on individual child goals and a clear family support plan.

JOB PURPOSE

The Key Worker will work as part of a team in a trans-disciplinary model of service delivery. The position is responsible for providing specialist support and service provision to children with a disability or developmental delay and their families, in order to promote development, well-being and community participation. The role will operate in partnership with parents/caregivers, families and other significant stakeholders to enhance their knowledge, skills and supports to meet the needs of the child. The Key Worker will promote and optimize
the child’s learning and development to ensure full and active participation in family and community life. They will implement service provision under the National Guidelines on Best Practice for Early Childhood Intervention Services and relevant NDIS guidelines.

**JOB OBJECTIVES**

Duties of this role may include but are not limited to the following:

- Work within a trans-disciplinary team to provide an Early Intervention service focused on child and family goals and priorities delivered within both universal and specialist support services.
- To utilize skills and knowledge in Occupational Therapy to provide flexible family-centred services to children with additional needs and their families.
- The ability to demonstrate Occupational Therapy specific competencies in understanding and analysing the ability of the child in the areas of fine and gross motor, sensory processing, self-care and equipment needs.
- Work to fulfil service agreement plan set between MCM and the family.
- Use a family centred and strengths based approach to deliver high quality support to children with a developmental delay/disability.
- Provide support to children and families through home visits, integrated education settings, community support, group focused programs and broader early childhood and school settings.
- Ensure support to children and families is culturally responsive and reflective of the community in which they are a part.
- Assess, develop and implement planning, therapy and other support strategies to achieve high quality outcomes for the child and family.
- Monitor, evaluate and clearly define child goals to ensure service effectiveness and continuous improvements through regular review.
- Work closely to engage with other Key Workers within the team to deliver high quality integrated therapy and teaching supports to children and families as stipulated in service agreement.
- Develop and maintain effective collaborative relationships with families and key stakeholders with a focus on integrity, respect and accountability.
- Provide support, consultancy and training to broader generic early childhood programs to ensure inclusive practice within the community.
- Provide ongoing feedback through progress notes, reports and discussion with families/carers in a timely and effective manner.
- Participate in MCM’s initiatives, professional development program and professional networks to ensure the highest standard of practice is maintained.
- Uphold professional standards by demonstrating best practice and keeping abreast of practice developments, government policy, NDIA policy and statutory requirements to ensure service is of a high standard.
Adopt a risk management approach to problem solving to assist in identifying issues which may have ramifications for the child, family or broader community in which we work.

Participate in quality improvements and OH&S practices and initiatives as stipulated by MCM policy and guidelines.

Ensure own professional development needs are identified and updated as required, whilst maintaining and updating discipline specific skills.

Other duties as directed by the Manager/Leading Key Worker.

### KEY RELATIONSHIPS

| Relationships | This position will work closely with all adults involved in a child’s life – parents, paediatrician, kindergarten and/or childcare staff. External stakeholders In close relationship with other professional staff within the transdisciplinary team. |

### KEY SELECTION CRITERIA

#### Essential

- A tertiary qualification in allied health (speech pathology, occupational therapy, physiotherapy, psychology) or early childhood teaching. Registration with or eligible for membership with professional body.
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- Current Driver’s licence and ability to access own vehicle
- Experience and demonstrable knowledge in the delivery of services within Early Intervention for children and families following best practice guidelines.
- Working experience and knowledge in typical and atypical childhood development and strategies to facilitate early childhood development within a range of settings.
- Ability to implement effective caseload management strategies.
- Demonstrate the ability to work with specialist therapeutic and child/family support agencies to assist children and families with more complex needs to develop and implement an individualised intervention plan.
- Ability to work both independently and collaboratively with other professionals to enhance the supports provided to children and families.
- A commitment to family centred practice and maximising the opportunities and support provided through generic early childhood services.
• Appointment to this position is subject to the satisfactory completion of a National Police Check, International Police Check(s) (if applicable), Victorian Employee Working with Children Check, Disability Worker Exclusion Scheme Check and other relevant safety screening

Desirable

• Excellent interpersonal, written and verbal skills.
• Computer literacy including a proficiency in the use of MCM client management systems.

MELBOURNE CITY MISSION CAPABILITIES

In addition to the Key Selection Criteria, applicants should be able to demonstrate the following attributes:

| Quality, safety and risk management are paramount | Play by the rules – you make no compromises when it comes to quality, safety and risk management |
| Clients are at the centre of everything you do | You help clients reach their goals and get the best possible outcomes by working in partnership. You’re always on the lookout for opportunities for improvement. |
| You help make Melbourne City Mission a great place to work | You build and maintain relationships with all your colleagues and clients. You’re a team player, you actively participate in an encouraging and supportive work environment |
| You achieve results | You’re focused on what you need to do and you deliver. |
| You raise the bar | You embrace a culture of learning, growth and development. |
| Communication is key | You’re clear, know your audience and use a variety of methods to share information. |