

Occupational Therapist

Reports to: Operations Manager
Service/Team: Children's Therapies
Date: December 2018

SDN Purpose and Values

SDN Children's Services is a not for profit organisation that has been providing quality early childhood education and care since 1905. SDN is here for children from birth, and for their families and communities. We're here for the wellbeing of children, now and for the future. We believe that every person and every living thing has inherent worth, and is owed respect and care. We commit ourselves to being trustworthy and reliable, inclusive and respectful and creative and innovative.

SDN formally acknowledges the unique position of Aboriginal and Torres Strait Islander peoples as the First Australians and custodians of the land.

Purpose of Service

SDN's Children's Therapies is committed to providing the best possible support for families through individualised and highly targeted services drawing on the expertise of a range of practitioners so the potential of every child is realised.

Primary Objective

As a Key Worker you will work closely with parents/carers to identify their goals for their children and support them to achieve these, within the service of their choice. This role involves achieving measurable financial targets, meeting Childrens outcomes around therapy purchased.

Key Accountabilities

Service Delivery

- Commitment and ability to practice SDN's Pathways for Families and Outcomes for Children Practice Framework.
- Deliver play-based, family-centred paediatric services including:
 - Working with families to identify their child's strengths and areas of need;
 - Assisting families to develop a child's skills through play and everyday activities;

- Supporting families in accessing applicable services including transition playgroups, home visiting, centre visits, sport and leisure visits, before and after school care visits.
- Coach adults in childcare or community settings to:
 - Use a range of methods to know and understand each child who has a disability;
 - Implement family-centred practices in the setting.
- Coach families of children with disabilities using a range of evidence based methods and strategies to:
 - Know and understand their child who has a disability;
 - Participate in developing their child's profile and individual plan;
 - Effectively communicate their priorities, preferred ways of engaging with services and their capabilities and concerns;
 - Facilitate education of adults' knowledge and beliefs about disability and difference;
 - Practices and behaviours with children who have a disability and their families;
 - Communication style with an aim to remove or minimise barriers, enhance their capabilities and provide opportunities to improve outcomes for children with disabilities in their care.
- Identify families and young children where risk factors exist and where parents are having difficulty coping with parenting and implement strategies to minimise the risks.
- Work in a trans-disciplinary model and deliver discipline specific therapy to deliver play-based, family-centred and strengths based paediatric intervention through transition playgroups, home visiting, children's education & care settings, and leisure and community groups.
- Work with other agencies, community groups, and other stakeholders to further the interests of children, young people and families and facilitate access to services, addressing any issues in consultation with management and other SDN staff.
- Implement strategies and deliver services that are responsive to service users' needs and ensure opportunities for participation and feedback from stakeholders.
- Deliver services in accordance with the program objective and relevant legislative acts, regulations, best practice standards and guidelines that ensure successful fulfilment of the obligations of SDN Children's Therapies and adhere to and utilise SDN Practice Standards as they are developed.
- Evaluate, monitor and report on Key Performance indicators and other program outcomes.
- Ensure the smooth transition of families accessing other services or exiting services.

Working Relationships

- Model good working relationship behaviours
- Understand and comply with SDN policy on good working relationships
- Zero tolerance for discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours
- Report incidents of discrimination, harassment, victimisation, bullying or other inappropriate workplace behaviours

Work, Health and Safety

- Responsible for personal health and safety
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities
- Identifies and reports WHS problems, where evident, in processes or systems
- Reports accident/incident information promptly to RTW/WHS Consultant.

Selection Criteria

- University qualifications in Occupational Therapy and current membership/registration with the relevant Professional Association
- Demonstrated experience working effectively with children (including children transitioning to high school) with disabilities or development delays in mainstream services and inclusive settings including schools and child care
- Demonstrated experience in the delivery of strengths-based, family centred and play based approaches to paediatric intervention and family services
- Demonstrated ability to contribute discipline specific expertise in a trans-disciplinary and multi-agency environment
- Demonstrated skill in cultural competency
- Demonstrated ability and/or understanding of coaching, facilitating and bridging approaches to build the capacity of families and adults working with young children with disability or developmental delay
- Current drivers licence and own comprehensively insured car
- Strong ability to manage their time and meet financial targets accordingly
- Understanding of the NDIS
- Current Working with Vulnerable People Card (WWVP) and National Police Check
- Willingness to travel.

Competencies

Level 3

Championing SDN

- Talks confidently about the work of SDN.

Achieving Results

- Analyses situations and recommends action.
- Meets progress of reports as per project plan.

Developing Self

- Proactive at keeping up to date in the sector/area of expertise and takes full accountability for responsibilities delegated to them.

Seeking, accepting and giving feedback

- Proactively and regularly seeks feedback from a variety of colleagues and uses feedback to evaluate own performance.

Communicating and influencing

- Communicates in a clear, articulate and engaging way and influences colleagues to think differently about things.

Relationship Management

- Constructively challenges others to bring out the best.
- Shares best practice.

Prioritising, planning and organising

- Manages a varied workload balancing different priorities & goals.

Innovating, adapting to and managing change

- Proactive in critically assessing working practices and makes recommendations for change within the team.

Managing, empowering, and developing others

- Understands the components of projects and responsibilities and what is appropriate to delegate.

Providing strategic direction and vision

- When prompted can effectively contribute ideas and opinions to the SDN journey and vision.

IT and Systems

- Intermediate – high competence in Microsoft packages and role related systems.

Outputs

- All billable hours and travel books entered and marked complete before the end of Friday each week
- 70% (or more) of the hours in the working week are billable services and unbillable travel is minimised
- All queries, phone calls and any other client contact returned within 48 hours
- Arrange and attend supervision meetings and attend monthly external supervision
- Ensure Outlook calendar is up to date at all times
- Provide family centred practice by collaboratively tailoring service to fit each family and providing services and supports in flexible ways that are responsive to each family's cultural, ethnic, racial, language and socioeconomic characteristics
- Use the recommended SDN IFSP template with all families ensuring functional outcomes are written with measurable criteria and are reviewed 3 – 6 monthly for each client
- Demonstrated evidence of working in a collaborative and trans-disciplinary manner using team members from other disciplines in work with families
- Adheres to legislation and SDN policies and procedures as a mandatory reporter and all possible reportable conducts are reported to the SDN Reporter Line immediately
- All case notes are completed within 24 hours of appointment in CRM
- All incidents, near misses and hazards are reported within 48 hours and participate in WHS inspections, risk assessments and emergency drills.

Acknowledgment

Employee Name (please print)

Signature of Employee

Date signed

Manager Name (please print)

Signature of Manager

Date signed
