



bestchance is the operating name of Child & Family Care Network Inc.

## Position Description

1. Position details	
<b>Position title:</b>	Occupational Therapist (Key Worker)
<b>Reports to:</b>	Team Manager, Early Childhood Intervention
<b>Location:</b>	Children's Centre, 583 Ferntree Gully Road, Glen Waverley
<b>Program:</b>	Early Childhood Intervention
<b>Employment Status</b>	Full time or Part time permanent

2. Approvals	
<b>Contact Manager:</b>	Team Manager, Early Childhood Intervention
<b>Approved by:</b>	General Manager Education & Training
<b>Date:</b>	March 2020

3. Organisation Context
<p><b>bestchance</b> Child Family Care is an independent, not-for-profit, community organisation located in Glen Waverley.</p> <p><b>bestchance</b> adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services at the one complex.</p> <p><b>bestchance</b> has zero tolerance of child abuse, and as such all staff are required to report to the up-line manager all instances of alleged or disclosed child abuse.</p> <p>The range of programs delivered include Family Day Care, Kindergarten, Child Care, Early Childhood Intervention, Parent and Child Support, Training, Community Support and Cheshire, an independent, primary school for students with social, emotional and behavioural difficulties. These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.</p> <p><b>bestchance</b> also works in partnership with families in managing a number of kindergartens under its Kindergarten Cluster Management Program.</p> <p>Refer <a href="http://www.bestchance.org.au">www.bestchance.org.au</a> for further information about <b>bestchance</b> Child Family Care and <b>bestchance</b> Training.</p> <p><b>bestchance</b> is a child safe and equal opportunity employer, and all work places are smoke free environments</p>

#### 4. Child Safe Standards

**bestchance** confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children: -

- bestchance is committed to the safety and wellbeing of all children;
- bestchance has a zero tolerance of child abuse;
- we support children's right to safety; and
- will act without hesitation to ensure a child safe environment is maintained.

It is **mandatory** for any Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic), Principals of government and non-government schools, registered medical practitioners, nurses and all members of the police force to report physical and/or sexual abuse against children. Any adult is mandated to report sexual offences against a child under the age of 16. It is a criminal offence for all adults who fail to disclose child sexual abuse to police. The new offence (27/10/2014) applies to all adults, not just those mandated to report.

All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following: -

- Child Safe Policy and Procedure
- Child Safety Code of Conduct
- Child Protection Policy
- Reportable Conduct Scheme Policy (where required)

#### 5. Position purpose

To work as part of a multi-disciplinary team of allied health professionals, integrating the developmental and therapy needs of children aged 0-6 years with developmental delays or disabilities. In particular:

- using the Transdisciplinary Key Worker Model to provide services to families and other service providers within the community.
- together with the Team Manager, Early Childhood Intervention and other team members implement and manage high quality children's programs developed in accordance with the Victorian Early Years Learning and Development Framework
- in partnership with families, undertake assessments, develop and implement Family Service and Support Plans (FSSPs), and instigate specific intervention strategies
- provide in-service training, advice and consultancy services to staff of bestchance and outside agencies, clients and their families regarding programs, service standards and service delivery options
- work as a team member to provide a safe and stimulating environment for children's development ensuring compliance with agency philosophy, policies and procedures.

#### 6. Key Result Areas (KRAs) and Key Responsibilities (KRs)

(Describes the major area of responsibility or activity, which is the focus of performance in this position.)

##### (a) Legislative, Accreditation and Organisation Requirements

- Maintain knowledge and understanding of, and at all times act in accordance with:
  - Occupational Health and Safety Act 2004 (Vic)
  - Occupational Health and Safety Regulations 2007 (Vic)
  - The OT Australia Code of Ethics
  - **bestchance** Child Family Care Policy and Procedures, in particular Behaviour Guidance Policy, Child Abuse Prevention Policy and Privacy Policy

### **(b) Children's Developmental Programs**

- Provide specialist Occupational Therapy services that support the implementation of high quality Early Intervention programs for individuals and groups based on the strengths and interests of children and their families
- Consult with parents, caregivers and other agencies to identify child & family needs, complete assessments as required and implement therapy services for transition of the child and family into mainstream early childhood and / or education settings
- In consultation with the Team Manager, Early Childhood Intervention, provide and / or contribute to parent education programs.
- Review and monitor the progress and effectiveness of service delivery, identify high priority issues and risks, and resolve complex problems, providing professional guidance and coaching for program staff
- Maintain up-to-date and accurate records relating to implementation and management of individual child and group programs.

### **(c) Relationships with Families**

- Using a Family Centred approach, acknowledge families as the primary agents of their child's development and the pivotal role of families in children's lives.
- Assist families as required to complete funding applications, including the provision of assessments and reports for children in preparation for going to child care, kindergarten or school.
- Create a welcoming environment where all families are encouraged to participate in and contribute to their child's learning and development experience.
- Relate sensitively, approaching each child & family with equity regardless of differences in ability, ethnic or family culture, and religious or political background.
- Ensure all interactions with children and families reflect the centre's philosophy and policies.
- Provide high quality customer service to children and families.
- Respect the confidentiality of information relating to parents and children.

### **(d) Teamwork**

- Work with colleagues within the Early Childhood Intervention team in a spirit of co-operation to maintain and continuously improve the standard of the service at bestchance Child Family Care.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional training sessions identified by the Team Manager, Early Childhood Intervention.
- Work as part of an integrated professional team, ensuring close liaison with and contribution to all team members, other teams within bestchance, as well as clients, and their communities.

### **(e) Risk Management**

- Monitor facility environment as appropriate and report all health and safety risks to the Team Manager, Early Childhood Intervention.
- Understand and apply as required the Centre's Evacuation Procedures and know the fire extinguisher positions.
- Engage in regular emergency evacuation drills.
- Maintain a high level of hygiene and safety.
- Respond to concerns in a timely manner and refer significant and / or unresolved issues to the Team Manager, Early Childhood Intervention
- Maintain a professional approach to work ensuring standards of performance reflect the centre's philosophy, policies and procedures and ensures confidentiality in all aspects of practice.
- Follows all **bestchance** policies and procedures in relation to Occupational Health and Safety, Confidentiality and Child Abuse Prevention

### **7. Qualifications and Experience**

- Degree in Occupational Therapy or equivalent.
- A minimum of 2 years' experience working in early childhood intervention
- A satisfactory current Police Records Check and a current Working With Children Check
- Demonstrated experience working within the strength-based, family centred approach
- Current Victorian Drivers Licence

### **8. Key Selection Criteria**

- Demonstrated ability, knowledge and experience to support children with developmental delay and disability, and their family in accordance with the best practice principles of Family Centred Practice and the Transdisciplinary Key Worker Model.
- Proven ability to provide assessment and to plan, implement and evaluate individual and group programs for children with developmental delay and disability from 0 – 6 years of age.
- Demonstrated ability to consult and provide strategies regarding children's motor skills development and sensory needs with the bestchance Early Childhood Intervention team and with other early childhood service providers.
- Well developed communication and interpersonal skills including the ability to maintain positive, sensitive relationships with children, parents, staff and caregivers.
- Independently manage a diverse workload including the provision of HCWA /BSI services currently and NDIS in the future.
- Knowledge of the Victorian Early Years Learning and Development Framework (VEYLDF)

### **9. Position Dimensions**

Number of direct reports	Nil
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Internal Liasons	<ul style="list-style-type: none"> <li>• Early Childhood Intervention Staff</li> <li>• Kindergarten Staff</li> <li>• Program Assistants, families accessing service, Administration Staff</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• Students, Volunteers</li> </ul>

<b>10. bestchance People Principles</b>
<p>All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:</p> <ul style="list-style-type: none"> <li>• behave honestly and with integrity</li> <li>• treat people with dignity and respect</li> <li>• work in a holistic and collaborative manner</li> <li>• respect authority and the law and act accordingly</li> <li>• use the resources of <b>bestchance</b> responsibly and in the best interests of the organisation and it's reputation</li> <li>• be responsible for their actions and accountable for their consequences</li> <li>• uphold the People Principles/Code of Conduct and the Child Safety Code of Conduct</li> </ul>