

## POSITION DESCRIPTION

### Therapy Assistant

Position details	
<b>Position title:</b>	Therapy Assistant
<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>	Casual

### Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance 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. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children’s Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning 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.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance. Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

## Position Purpose

To work as part of a multi-disciplinary team of Allied Health Professionals and support staff, integrating the developmental and therapy needs of children aged 0-10 years with developmental delays or disabilities. In particular:

- provide capacity building therapeutic supports to children in their natural environments, as guided by the child's Key Worker and documented in a Therapy Assistant Plan
- under the direction of Therapists, implement and provide feedback on high quality children's programs, developed in accordance with the Victorian Early Years Learning and Development Framework
- provide regular feedback to Therapists working directly with the child, to monitor child's progress in natural environments
- work as a team member to provide a safe and stimulating environment for children's development ensuring compliance with agency philosophy, policies and procedures.

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

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

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

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

- Provide capacity-building community based supports for children and families, as guided by the child's Key Worker and as documented in a Therapy Assistant Plan.
- Implementation of high quality programs based on the strengths and interests of children and their families.
- Assist Therapists and Key Workers in centre-based individual- and group- therapeutic supports.
- Monitor the progress and effectiveness of service delivery, and identify high priority issues and risks. Liaise with relevant Key Workers and Therapists to review programs where relevant.
- Maintain up-to-date and accurate records relating to implementation 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.

- Ensure 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 training, 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.
- 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

## **Qualifications and Experience**

- Minimum of a Certificate III in a relevant area AND/OR be working towards a minimum undergraduate degree in a relevant area of study.
- A satisfactory current Police Records Check, a current Working With Children Check, and a clear check of the Disability Worker Exclusion Scheme.
- Demonstrated experience working within the strength-based, family centred approach.
- Current Victorian Drivers Licence.

## Key Selection Criteria

- The Demonstrated understanding of children with developmental delays and disability, and their support needs.
- Ability to provide family-centred supports to children with additional needs and their families, under the guidance of an Allied Health Professional.
- Demonstrated ability to work independently.
- Demonstrated ability to problem solve in a family-centred and strengths-based manner.
- Well developed communication and interpersonal skills including the ability to maintain positive, sensitive relationships with children, parents, staff and caregivers.
- A passion for working with children with additional needs.

9. Position Dimensions	
Number of direct reports	Nil
Internal Liasons	<ul style="list-style-type: none"> <li>• Early Childhood Intervention Staff</li> <li>• Families accessing the service</li> <li>• Administration Staff</li> </ul>
Supervision	Nil

## bestchance People Principles

All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:

- behave honestly and with integrity
- treat people with dignity and respect
- work in a holistic and collaborative manner
- respect authority and the law and act accordingly
- use the resources of **bestchance** responsibly and in the best interests of the organisation and it's reputation
- be responsible for their actions and accountable for their consequences

I acknowledge receipt of a copy of this Position Description as an enclosure with bestchance's letter of offer.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_