

## POSITION DESCRIPTION

<b>Date</b>	April 2021
<b>Position Title</b>	Speech Pathologist
<b>Reports to (position title)</b>	Team Manager – Children’s Therapy
<b>Department</b>	Children’s Therapy

### 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** also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

**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.

### PURPOSE

For all children, families and individuals to thrive in their community.

### VISION

**Inclusion** we include everyone regardless of their background, needs or circumstances

**Care** We nourish and nurture resilient relationships

**Education** We develop skills and knowledge to build capacity and resilience.

## VALUES

**Humility** we focus on listening to better understand and meet needs

**High Expectations** we have high aspirations for our client outcomes and for the calibre of our services and staff

**Innovation** we embrace change based on critical reflection

**Curiosity** we seek new understandings and knowledge

**Evidence** we seek and generate evidence to evaluate and improve our programs

**Challenge** we look beyond the immediate to achieve different results

## POSITION PURPOSE

To work as part of a multi-disciplinary team of allied health professionals, integrating the developmental and therapy needs of children aged 0-10 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.
- provide capacity building support to Preschool Educators in school readiness and early childhood development.

## KEY RESULT AREAS AND RESPONSIBILITIES

### **1. 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)
  - Standards, guidelines and Code of Conduct relevant to discipline's professional registration
  - **bestchance** Child Family Care Policy and Procedures, in particular Behaviour Guidance Policy, Child Abuse Prevention Policy and Privacy Policy

## **2. Children's Developmental Programs**

- Provide specialist 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.

## **3. 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.

## **4. 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.

## 5. 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

## KEY SELECTION CRITERIA

- A minimum of 2 years' experience working in early childhood intervention
- Demonstrated experience working within the strength-based, family centred approach
- 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 – 10 years of age.
- Demonstrated ability to consult and provide strategies regarding children's development 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)

## Other

- Degree and professional registration in relevant Allied Health field.
- A satisfactory current Police Records Check and a current Working With Children Check
- Current Victorian Drivers Licence