

## POSITION DESCRIPTION

<b>Date</b>	August 2022
<b>Position Title</b>	Key Worker (Specialist Teacher) – Level 1
<b>Reports to (position title)</b>	Manager – Children’s Therapy or delegate
<b>Department</b>	Children’s Therapy Services

### 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 relationship

**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

The purpose of this position is to support children with developmental delays and disabilities, and their families, to reach their full potential.

## PRIMARY OBJECTIVES

This position works as part of a transdisciplinary team of Allied Health professionals, to provide high quality services, integrating the developmental and therapeutic needs of children, to increase children's meaningful participation in daily life. With a focus on building the capacity of children, families and communities, our Therapists can meet these objectives through individual and group clinical work (both in clinic and in the community).

## KEY RESULT AREAS AND RESPONSIBILITIES

### Service Delivery

- Plan and deliver high quality services for children and families, which are consistent with Children's Therapy Services Guiding Principles of Practice.
- Work within the Transdisciplinary model, including acting as a Key Worker for allocated families to support them to coordinate their child's developmental and therapeutic needs.
- Build family member's capacity to respond to the needs of their family and to access community resources.
- Deliver services within working hours through effective planning, in line with targets for billed hours.
- Provide culturally-responsive services.
- Records data and provides documents according to reporting requirements in an accurate and timely manner.

### Continuing Professional Development

- Participate in the professional development plan process, and engage in continuing professional development activities that are consistent with your plan and lead to professional growth.
- Engage with bestchance's feedback processes.
- Maintain and update discipline specific skills, in line with discipline specific registration requirements.

## Relationships

- 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. Create a welcoming environment where all families are encouraged to participate in and contribute to their child's learning and development experience.
- Proactively support the development and engagement of other team members.
- Develop and maintain effective internal and external working relationships.

## Organisation

- Maintain knowledge of and adherence to bestchance's policies, procedures and practices.

## KEY SELECTION CRITERIA

- Qualifications in Early Childhood Education (Bachelor or Masters coursework)
- Experience working with children in a support or therapeutic setting (e.g. clinical placements, support worker, volunteering etc.)
- Demonstrated knowledge of bestchance Children's Therapy Services guiding principles of practice
- Demonstrated ability and knowledge to support children with developmental delay and disabilities aged 0-10 years, and their families
- An ability to lead and engage with family-centred goal setting and review processes
- Well-developed communication and interpersonal skills, including the ability to maintain positive, sensitive relationships with children, parents, staff and caregivers
- Ability to work independently and co-operatively in a team environment
- Proven ability to assess priorities and manage competing demands, both independently and as a member of a team, including exercising sound judgement and initiative

## OTHER

- Working with Children's Check (Employee)
- A satisfactory National Police History Check
- NDIS Worker Screening Check
- Current valid driver licence and access to a reliable vehicle