

**POSITION:** Key Worker - Occupational Therapist – Early Childhood Intervention Services

**REPORTS TO:** Manager/Team Leader – Early Childhood Intervention Services

**DATE UPDATED:** February 2021

#### ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a diverse community support organisation that supports thousands of Victorian people and communities to overcome barriers and disrupt disadvantage to live their life, their way.

As a service provider Melbourne City Mission's work is focussed on supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes: Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

#### JOB CONTEXT

The Early Childhood Intervention Program is a specialist service for families of children with developmental delay/disabilities.

Early Childhood Intervention is based on the importance of maximizing interventions in the early years to achieve optimum outcomes in later development.

We work in partnership with families, valuing their skills, knowledge and involvement. We respond to their needs and choices by building the capacity of families, providing support, information and resources.

Key Workers of various specialisations in the program will deliver high quality services and supports within a social insurance model that is focused on achieving outcomes and return on investment. The support delivered will be mutually agreed on by parent/caregiver and service, based on individual child goals and a clear family support plan.

#### JOB PURPOSE

The Key Worker will work as part of a team in a transdisciplinary model of service delivery. The position is responsible for providing specialist support and service provision to children with a disability or developmental delay and their families, in order to promote development, wellbeing and community participation. The role will operate in partnership with parents/caregivers, families and other significant stakeholders to enhance their knowledge, skills and supports to meet the needs of the child.

The Key Worker will promote and optimise the child's learning and development to ensure full and active participation in family and community life. They will implement service provision under the National Guidelines on Best Practice for Early Childhood Intervention Services and relevant NDIS guidelines.

## JOB OBJECTIVES

**Duties of this role may include but are not limited to the following:**

### **School Readiness Funded Program**

- Work alongside educators to deliver allied health supports under the School Readiness Funding program
- Embedding of OT practices into the kindergarten program
- Creating of resources for the kindergarten program
- Supporting early childhood teachers by planning collaboratively, to differentiate their program to include all children.

### **Key Worker**

- Work within a transdisciplinary team to provide a high-quality Early Intervention service focused on child and family goals and priorities delivered within both universal and specialist support services.
- To utilise skills and knowledge in occupational therapy to provide high quality, flexible family-centred services and a strengths-based approach to children with additional needs and their families.
- The ability to demonstrate occupational therapy specific competencies in understanding and analysing the ability of the child in the areas of fine and gross motor, sensory processing, self-care, emotional regulation and equipment needs.
- Work to fulfil service agreement plan set between MCM and the family.
- Provide support to children and families through home visits, integrated education settings, community support, group focused programs and broader early childhood and school settings.
- Ensure support to children and families is culturally responsive and reflective of the community in which they are a part.
- Assess, develop and implement planning, therapy and other support strategies to achieve high quality outcomes for the child and family.
- Monitor, evaluate and clearly define child goals to ensure service effectiveness and continuous improvements through regular review.
- Work closely to engage with other Key Workers within the team to deliver high quality integrated therapy supports as stipulated in service agreement.
- Develop and maintain effective collaborative relationships with key stakeholders with a focus on integrity, respect and accountability.
- Provide support, consultancy and training to broader generic early childhood programs to ensure inclusive practice within the community.
- Provide ongoing feedback through progress notes, reports and discussion with families/carers in a timely and effective manner.
- Participate in MCM's initiatives, professional development program and professional networks to ensure the highest standard of practice is maintained.
- Uphold professional standards by demonstrating best practice and keeping abreast of practice developments, government policy, NDIA policy and statutory requirements

- Assist with the evaluation and analysis of discipline specific guidelines, policies and procedures, as required.
- Adopt a risk management approach to problem solving to assist in identifying issues which may have ramifications for the child, family or broader community in which we work.
- Participate in quality improvements and OH&S practices and initiatives as stipulated by MCM policy and guidelines.
- Ensure own professional development needs are identified and updated as required, whilst maintaining and updating discipline specific skills.
- Contribute to the supervision of discipline specific students, as required.
- Ensure services are delivered within the framework of MCM's policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the Manager / Team Leader or delegate.

#### KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

<b>Internal Relationships</b>	• Early Childhood Intervention Services Team
	• Parents
	• In close relationship with other professional staff within the transdisciplinary team
<b>External Relationships</b>	• Other allied health and medical practitioners
	• Kindergarten, childcare or school staff

#### KEY SELECTION CRITERIA

##### Essential:

- A tertiary qualification in Occupational Therapy
- Registration with or eligible for membership with professional body.
- Experience and demonstrable knowledge in the delivery of services within early intervention for children and families following best practice guidelines.
- Working experience and knowledge in typical and atypical childhood development and strategies to facilitate early childhood development within a range of settings.
- Ability to implement effective caseload management strategies.
- Demonstrate the ability to work with specialist therapeutic and child/family support agencies to assist children and families with more complex needs to develop and implement an individualised intervention plan.

- Ability to work both independently and collaboratively with other professionals to enhance the supports provided to children and families.
- A commitment to family centred practice and maximising the opportunities and support provided through generic early childhood services.
- Excellent interpersonal, written and verbal skills.
- Current Driver's licence and ability to access own vehicle.
- Satisfactory completion of safety screening including a National Police check, Proof of Identity check, International Police check (if required), a valid Victorian Working with Children Check (Employee), NDIS Worker Screening Check, current Victorian Drivers Licence, and the right to work in Australia in line with the Victorian Safety Screening Policy

**Desirable:**

- Computer literacy including the use of a CRM.

## ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

**Workplace Health & Safety:**

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

**Client Wellbeing and Safety:**

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

**Operational Accountability:**

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

## COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.

- All employees are subject to MCM's Employment Safety Screening Procedure.

## LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<b>Customer Focused</b> We do our best work when we understand people, and enable them to direct their own lives. We partner with others to provide access to what they need locally.
<b>REPUTATION</b>	<b>Provable Results</b> Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.
<b>REPUTATION</b>	<b>Doing Our Best</b> Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.
<b>PEOPLE</b>	<b>Resilience &amp; Bounce Back</b> Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
<b>PEOPLE</b>	<b>Challenge &amp; Change</b> Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.
<b>PEOPLE</b>	<b>Safety First</b> Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

## OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

<b>Together</b>	We are inclusive and accepting of difference. We work in highly effective teams and our people are connected across our organisation. We engage proactively with others to deliver outcomes.
<b>Courageous</b>	We speak up constructively in line with our convictions. We pursue our goals with determination. We are passionate about our advocacy role.
	We are inquisitive and ask why.

<b>Curious</b>	<p>We challenge the status quo.</p> <p>We actively explore the alternatives.</p>
<b>Open</b>	<p>We are transparent and have genuine, honest interactions.</p> <p>We listen and hear people's voices.</p> <p>We value and respect the autonomy of clients.</p> <p>We trust one another.</p>
<b>Accountable</b>	<p>We act safely in all our interactions.</p> <p>We manage within our financial and resource boundaries.</p> <p>We own our outcomes and decisions.</p> <p>We are proud of the work that we do.</p>