

Position Description

Position Title: Occupational Therapist (Early Childhood Intervention)
Award/classification: Health Professional Award / Grade 1 or 2
Location: Any site occupied by DPV Health Ltd

Branch / Team: Child Youth and Family-Early Childhood Intervention Service

Reports to: Team Leader
Direct Reports: None
Effective date: July 2018

Position Purpose:

This position is responsible to:

- Work within a Family Centred and Strength Based (client centred) framework to provide Early Childhood Intervention Key Worker and Occupational Therapy support to children and their families.
- To work as a member of the transdisciplinary team, learning from and supporting all other team members, in order to best meet family's needs and priorities.
- To assist and support families & other relevant people to meet the meet the daily living, sensory and fine motor needs of children with developmental disabilities.
- Develop, implement and evaluate a suite of 1:1, outreach, group sessions/ home based and/or generic service based Occupational Therapy programs to address the agreed client outcomes .
- Provide services under the “Helping Children with Autism” and “Better Start” programs.
- Achieve performance, financial and individual Key Performance Indicators as outlined in Performance Appraisal process

Duties and Responsibilities

INDIVIDUAL CLIENT SERVICES

- Provide a high quality evidence based Early Childhood Intervention and Paediatric Occupational Therapy Service to meet the needs of the children and families in a manner which respects parents' and children's rights and confidentiality.
- Work in partnership and collaboration with all those associated with the child/family to provide timely and developmentally appropriate services using a Team around the Child Approach.
- Maintain communication with all adults relevant to a child and family's team. These adults will include the family, other DH ECIS staff and community team members e.g. Preschool and child care staff.
- Provide services to children and families within the DH ECIS transdisciplinary team model as a Occupational Therapist consultant, as well as key worker role where most appropriate e.g. home, playgroups, child care, Preschool, other community settings or centre based groups.

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- Share knowledge and skills through participation in community education.
- Assess, and review children’s fine motor, manipulative, sensory and self-care skills in order to implement interventions that will address families’ needs and priorities.
- Act as a resource to staff regarding current issues in Paediatric Occupational Therapy.
- Manage and co-ordinate the prescription and provision of specialised feeding and communication equipment, and resources as required.
- Provide feedback to other service providers as outlined in Service Agreements.
- Perform duties within the scope of practice of the role, and according to the clinical privileges confirmed through the verification of credentials (qualifications, registration and professional competencies)
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency
- Work with clients, carers and other stakeholders to minimise the potential for “Failure to Attend” clinical appointments
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency

KEY WORKER ROLE

- Develop professional working relationships with families which respect individual styles and acknowledge strengths and capabilities.
- Coordinate services for the family within a collaborative team approach.
- Provide assistance and support to families to enable them to identify their priorities and make informed decisions.
- Provide the family with appropriate information about all other available services that are relevant to the family / child and arrange any referrals requested by the family.
- Support and work with staff from other agencies who may be involved with the family and child and whose input is requested by the parents, in order to provide and maintain a high quality, co-ordinated service.
- Support the planning and reporting processes as required by the Funding provider. For example Department of Education and Training.

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REPORTING AND SERVICE DEVELOPMENT

- Develop, implement and evaluate the effectiveness of the Early Childhood Intervention service in partnership with other team members
- Support business development opportunities in the Early Childhood Intervention service
- Regularly participate in designated meetings
- Maintain timely and accurate statistical input into relevant client management databases
- Provide reports to the Team Leader/Manager as requested
- Direct, supervise and assist in the training of students, volunteers and other stakeholders as required.
- Support quality improvement processes identified as relevant to the delivery of Early Childhood Intervention and Paediatric Occupational Therapy services within the agency

Additional Information

- Travel between sites may be required including outreach work within the DPV catchment.
- Occasional after hours and weekend work may be required.
- This position description is indicative of the role and may include other duties as directed
- The position is subject to available funding and DPV financial status
- Specific tasks and functions of this role will be detailed through objectives and key performance indicators

Professional Skills and Qualifications

- Maintain registration as a Paediatric Occupational Therapist and fulfil the requirements of the Board including maintaining their code of ethics
- Adhere to the DPV Health and ECIA Vic Codes of Conduct
- Demonstrated commitment to ongoing professional development
- Maintain regular contact with the other clinical staff at DPV and Paediatric Occupational Therapy networks work to share expertise and improve client outcomes
- Demonstrate a commitment to reflective practice and continuous quality improvement

AUTHORITY

The occupant of this position has authority as per Delegation Manual

KEY SELECTION CRITERIA

Essential Qualifications, Experience and Registrations:

- Current Registration as a Occupational Therapist and a current member of Australian Health Professionals Registration Agency (AHPRA) governing body
- Well developed Paediatric Occupational Therapy clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client.
- Experience in Early Childhood Intervention Services/Paediatric Occupational Therapy.

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- Ability to demonstrate reliable interpersonal skills and to form a working relationship with a variety of families of young children with developmental disabilities, staff, colleagues and staff employed in community early childhood settings.
- High level of communication skills.
- Ability to work independently.
- Experience working as a Occupational Therapist in a community setting including work with CALD and paediatric clients with developmental delays and disabilities.
- Experience conducting therapeutic and/or health education and training groups.
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Demonstrated ability to participate in a performance driven environment
- Knowledge of Family Centred Practice (Client Directed Care) principles and frameworks
- Current Victorian drivers licence
- Valid Working with Children’s Check (valid for 5 years from the date of issue)
- Satisfactory Police Check (valid for 3 years from the date of issue)

Desirable Qualities and Experience

- Knowledge of and commitment to the principles and practices of early childhood intervention family centred practice and strength based approaches.
- Post Graduate qualifications in paediatric Occupational Therapy and developmental disabilities.
- SWEP credentialing.
- Ability to write clear, concise and informative reports
- Experience or understanding of the relevant funding initiatives
- A relevant community language
- Experience facilitating and supporting students
- Knowledge of community support services

Key Capabilities

- Ability to work independently and respond to a changing work environment
- Ability to use initiative to recognise, identify and initiate action in relation to a variety of issues and circumstances.
- Excellent communication skills including an ability to work within a inter-professional framework and collegiate manner
- Integrity and upholding confidentially
- Demonstrate DPV values of Excellence, Integrity, Compassion, Respect and Professionalism
- Understanding problems, issues and concerns to generate solutions through negotiating and influencing
- Capacity to make decisions, find solutions and escalate when required
- Seek opportunities to improve processes adapting to a flexible and changing environment
- Managing time, resources, tasks and competing priorities
- Communicating to a diverse range of audiences in an informative, engaging and persuasive manner
- Utilise interpersonal and relationship building skills and tools to craft constructive rapport with DPV workers and clients from a variety of cultures, religions and socio economic circumstances

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- Understanding client needs and providing excellent service
- Competent computer skills

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PERFORMANCE INDICATORS

<i>Essential Requirements - the standards required for effective performance</i>	<i>Measurement of Performance - the measures for evaluating performance</i>
<ol style="list-style-type: none"> 1. Undertake duties and responsibilities as outlined in the position description 2. Satisfactory completion of roles and tasks allocated in the annual team work plan 3. Achievement of service delivery, financial and performance targets as outlined in goal setting and review 4. Delivery of high quality care 	<ol style="list-style-type: none"> 1. Annual goal setting indicates duties and responsibilities carried out 2. To be identified as per goal setting and review 3. Targets achieved 4. Annual client feedback, achievement of QICSA or other quality requirements of position.

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