



## Position Description

### Physiotherapist BIG Steps Early Childhood Intervention and NDIA Adolescent Support Service.

<b>Award or EBA:</b>	Health Professional Award
<b>Classification/Grade:</b>	Grade 2
<b>Directorate:</b>	Child Youth and Family-BIG Steps Early Childhood Intervention and NDIA Adolescent Support Service.
<b>Reports to:</b>	Team Leader
<b>Direct Reports:</b>	Nil

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
-------------	-----------	------------	---------	----------------

### Role Description

This position contributes to the success of DPV Health by operating as a (job title) within the **BIG Steps Early Childhood Intervention and NDIA Adolescent Support Service** team.

This position is responsible to provide physiotherapy and expertise by

- Working within a Family Centred and Strength Based (customer centred) framework to provide Early Childhood Intervention/child and adolescent support, Key Worker and Physiotherapy support to children and their families.
- Working 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.
- Assisting and supporting families & other relevant people to meet the meet the gross motor and mobility needs of children/adolescents.
- Develop, implement and evaluate a suite of 1:1, outreach, group sessions/ home based and/or generic service based Physiotherapy programs to address the agreed customer outcomes .
- Key deliverables for this role is to provide a high quality evidence based Early Childhood Intervention/child and adolescent support to meet the needs of the children and families in a manner which respects parents' and children's rights and confidentiality as a physiotherapist.

### Roles Key Accountabilities

#### Service Delivery

- Ensure that Physiotherapy services are provided 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.
- Ensure that services, where requested, are provided to children/adolescents and families within the DPV Health transdisciplinary team model as a Physiotherapist consultant, as well

Doc no:	Doc Name:	Doc Owner: Human Resources
Effective:	Review Due:	Version No V1

as key worker role where most appropriate e.g. home, playgroups, child care, Preschool, school and other community settings or centre based groups.

- Support families to enable them to identify their priorities and make informed decisions by providing the family with appropriate information about all other available services that are relevant to the child/adolescent and arrange any referrals requested by the family.
- Identify, manage and co-ordinate the prescription and provision of specialised equipment, and resources as required.
- Provision of supervision and support to Grade 1 physiotherapists
- Develop professional working relationships with families which respect individual styles and acknowledge strengths and capabilities.

### **Reporting, System and Analytics**

- Develop, implement and evaluate the effectiveness of the Early Childhood Intervention/Adolescent Support service in partnership with other team members
- Implement approved business development opportunities in the Early Childhood Intervention and Child and Adolescent Support service
- Regularly participate in designated meetings
- Ensure the maintenance of timely and accurate statistical input into relevant customer management databases
- Continually review and Support quality improvement processes identified as relevant to the delivery of Early Childhood Intervention/Child and Adolescent Support and Paediatric Physiotherapy services within DPV Health
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, ESS, e3, Gemba, Trim and others

### **Financials, Budgets, Target, Funding**

- Identify opportunities to enhance the financial sustainability of Early Childhood Intervention/Child and Adolescent Support Services
- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations
- Achieve targets of billable hours as prescribed for Disability and Client Experience Directorate, Child, Youth and Family Services, **BIG Steps Early Childhood Intervention and NDIA Adolescent Support Service as a physiotherapist**. Ensure high quality, timely reports to external funders that provide evidence of outcomes met.

### **Culture, Engagement, Diversity – People Experience**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

### **Health and Safety**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

### **Risk Management and Compliance – Quality and Accreditation**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

---

### **DPV Health Requirements**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| • Current Victorian Drivers Licence | • Valid Working With Children Check |
| • Disability Worker Exclusion Check | • Satisfactory Policy Check         |
| • Travel between sites is required  |                                     |

---

### **Authority**

The occupant of this position has authority as per the delegation manual.

---

### **Key Selection Criteria**

#### **Qualifications**

- A Physiotherapy qualification is required for the role. The applicant must 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)
- It is desirable that the applicant has had experience in the delivery of paediatric services as required for the role and is a registered MBS provider.
- It is desirable that the applicant has competent computer skills, and experience facilitating and supporting students
- A relevant community language would be an advantage,

#### **Experience & Skills**

#### **Service Delivery**

- Current Registration as a Physiotherapist and fulfil the requirements of the Board including maintaining their code of ethics
- Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with customer
- Experienced in provision of supervision and support to grade one Physiotherapists
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Understanding customer needs and providing excellent service

### **Communication and interpersonal approach**

- High level of energy, initiative, sound judgement and a sense of urgency
- Excellent communication skills including an ability to work within a transdisciplinary professional framework in a collegiate manner
- Communicates with a diverse range of audiences in an informative, engaging and persuasive manner
- Excellent written and verbal communication skills.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity
- Ability to present complex information in an easily understood and accessible format

### **Client Focussed**

- Excellent at developing, establishing and sustaining interpersonal relationships.
- Builds customer relationships and builds a culture of family/child focus.
- A clinical health professional background with substantial recent experience
- Demonstrated responsiveness to customer needs and wants. (Internal and external)

### **Planning and Organisation**

- Ability to write clear, concise and informative reports
- Excellent understanding and knowledge of the funding changes impacting the sector
- Analyse and present complex information in an easily understood and accessible format.
- Demonstrated ability to participate in a performance driven environment
- Ability to understand the customer needs and delivery the required service considering costs and funding/revenue

### **Industry**

- Knowledge of community support services
- Knowledge of Customer Directed Care principles and frameworks
- Ability to work independently and respond to a changing work environment

### **Quality, process improvement and innovation**

- Uses initiative in identifying continuous quality improvement opportunities
- Capacity to make decisions, find solutions and escalate when required
- Seek opportunities to improve processes adapting to a flexible and changing environment
- Commitment to maintaining a high standard and quality of work and ethics

**Self-motivated**

- Solution orientated and creative thinker
- Ability to work independently and meet agreed timelines

**Employee Acknowledgement**

---

I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_