

POSITION DESCRIPTION

| 1. Position details | |
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| Position title: | Psychologist / Key Worker |
| Reports to: | Team Manager, Early Childhood Intervention |
| Location: | Victoria |
| Program: | Early Childhood Intervention |
| Employment Status | Permanent – full time or part time negotiable |

| 2. Approvals | |
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| Contact Manager: | Team Manager, Early Childhood Intervention |
| Approved by: | General Manager – Education and Training |
| Date: | September 2020 |

| 3. Organisation Context |
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| <p>bestchance Child Family Care is an independent, not-for-profit, community organisation.</p> <p>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 at the one complex.</p> <p>The range of programs delivered include Family Day Care, Kindergarten, Long Daycare, Early Childhood Intervention, Family Support Services, Adult Education and Training, Community Support and Cheshire School (an independent, 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.</p> <p>Refer www.bestchance.org.au for further information about bestchance Child Family Care and bestchance Training.</p> <p>bestchance is a child safe and equal opportunity employer, and all work places are smoke free environments.</p> |

| 4. Child Safe Standards |
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| <p>bestchance confirms the commitment of all bestchance employees, volunteers, Family Day Care Educators and contractors to ensure a safe environment for all children:-</p> <ul style="list-style-type: none"> • bestchance is committed to the safety and wellbeing of all children; • bestchance has a zero tolerance of child abuse; • we support children's right to safety; and • we will act without hesitation to ensure a child safe environment is maintained. |

It is **mandatory** for people of the following occupations to report abuse against children:

- Any Teachers registered to teach or who have permission to teach pursuant to the Education and Training Reform Act 2006 (Vic)
- Principals of government and non-government schools
- Registered medical practitioners
- Registered Psychologists
- Nurses and midwives
- School counsellors
- Out of home care workers (excluding foster and kinship carers)
- Early childhood workers
- Youth justice workers
- People in religious ministry
- All members of the police force

Any adult is mandated to report sexual offences against a child under the age of 16. It is a criminal offence for all adults who fail to disclose child sexual abuse to police. The offence (as of 27/10/2014) applies to all adults, not just those mandated to report.

All bestchance employees, volunteers, Family Day Care Educators and contractors must abide by the following:

- Child Safe Policy and Procedure
- Child Safety Code of Conduct
- Child Protection Policy
- Reportable Conduct Scheme Policy (where required)

5. 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.
- using ECI’s guiding principles of practice to ensure best practice (family-centred, strength based, natural environments, evidence-based and inclusion)
- 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 formal and informal 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 Early Years Educators in school readiness and early childhood development.

6. Key Result Areas (KRAs) and Key Responsibilities (KRs)

(Describes the major area of responsibility or activity, which is the focus of performance in this position.)

(a) Children’s Developmental Programs

- Provide specialist therapy services that support the implementation of high quality 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 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 where required
- Maintain up-to-date and accurate records relating to implementation and management of individual child and group programs.

(b) 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.

(c) 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.

(d) 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
- 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

(e) 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
 - The NDIS Quality and Safeguarding Framework, and associated requirements
 - **bestchance** Child Family Care Policy and Procedures, in particular Behaviour Guidance Policy, Child Abuse Prevention Policy and Privacy Policy
- Provide a target level of support across clients, as determined within your level of the Therapist development structure

7. Qualifications and Experience

- Degree and professional registration in relevant Allied Health field
- Experience working with children in a clinical setting
- A satisfactory current Police Records Check and a current Working With Children Check
- Demonstrated experience of the ECI guiding principles of practice
- Current Drivers Licence

8. Key Selection Criteria

- Demonstrated ability, knowledge and experience to support children with developmental delay and disability, and their family in accordance with the guiding principles of 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
- Knowledge of funding models within the sector
- Knowledge of the Victorian Early Years Learning and Development Framework (VEYLDF)

9. Position Dimensions

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| Number of direct reports | Nil |
| Internal Liaisons | <ul style="list-style-type: none"> • Early Childhood Intervention Staff • Kindergarten Staff • Program Assistants, families accessing service, Administration Staff |
| Supervision | <ul style="list-style-type: none"> • Students, Volunteers |