**Job Description**

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| **Job Title:** | **Developmental Educator** |
| **Ref No:** | OP835 |
| **Portfolio:** | Community Services |
| **Service Stream:** | Disability, Mental Health and Child Care Services |
| **Reports to:** | Manager, Autism Services |
| **Classification:** | Salaried |
| **Date:** | May 2018 |

**Job Purpose**

The Developmental Educator works alongside other allied health professionals, case coordinators, support workers and families to support the children and adults receiving primarily NDIS funded services within the Disability, Mental Health and Child Care Services team.

The Developmental Educator will provide a practical approach and work holistically across the life span to address issues which may affect the function, independence and social inclusion of individual living with a disability their families and carers.

**Key Result Areas**

**Service Delivery**

* Provide staff with behaviour directed information, professional advice and strategies for Customers within the Disability, Mental Health and Child Care Services team.
* Plan, implement and review individual behaviour support programs, taking into consideration financial and resource implications of service delivery.
* Work in conjunction with a multidisciplinary team, support staff and families.
* Facilitate activities – individual and/or group in conjunction with key staff members.
* Facilitate successful integration and inclusion of children and adults into existing programs.
* Provide support and guidance to team members within the Disability, Mental Health and Child Care Services portfolio.
* Provide high quality advice and consultative support to staff working with Customers within the Disability, Mental Health and Child Care Services team.
* Develop and maintain excellent communications with families, relevant internal and external agency staff and stakeholders.

**Client Services**

* Work with staff, Customers, and other service providers to enhance the choice, social inclusion and quality of life to Customers within the Disability, Mental Health and Child Care Services portfolio.
* Assist Customers, families and staff to ensure teaching functional life skills – including self- care, social emotional regulation, communication daily living, recreation, school transition and employment.
* Work collaboratively with families and staff to provide strategies and support as required tailored to meet individual needs.
* Working with staff, families and other stakeholders undertake developmental and functional behaviour assessments.
* Serve as a liaison and professional resource for families, advocates, staff and management.

**Administration**

* Attend and participate in relevant internal and external meetings and planning days.
* Ensure all documentation is outcome based, accurate and completed in a professional and timely manner.
* Work in collaboration with other programs and services within and external to AnglicareSA, including schools, the NDIA and other service providers. Ensure adherence to relevant organisation policies, procedures and work practices.

**Continuous Improvement & Professional Development**

* Identify unmet needs in consultation with staff and facilitate programs, strategies and processes to address these needs.
* Contribute to projects, forums and other working groups as required.
* Participate in opportunities to continually develop both personally & professionally to meet the changing needs of the profession.
* Actively participate in all essential training sessions provided by AnglicareSA and achieve training and development targets as agreed in the performance review process.
* Contribute towards developing a positive and harmonious work culture, demonstrating both professional and respectful behaviours.

**Work Health and Safety (WH&S)**

* Ensure own action or lack of action does not place own safety or that of others at risk. Use prescribed personal protective equipment.
* Assist in the evaluation of hazards and immediately report any accidents or near misses.

**Working Relationships Working Relationships:**

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| **Internal** | **External** |
| * Senior Manager | * AnglicareSA customers and families |
| * Manager | * Department of Social Services |
| * Support Workers | * Department for Communities and Social Inclusion |
| * Corporate Services : ICT | * Key Contractors and suppliers |
| * Disability, Mental Health and Child Care Services team | * National Disability Insurance Scheme |
| * Other AnglicareSA staff | * Department of Correctional Services |
|  | * Public Trustee |

**Specific Job Requirements**

* You will be required to travel to other AnglicareSA sites on a regular basis.
* You will require a current driver’s licence.
* You will have a mandatory requirement to report any suspicion of abuse or neglect of children or young people to the Department of Education and Child Development (DECD), Child Abuse Report Line (CARL) as required by the South Australian Child Protection Legislation.
* A current Senior First Aid Certificate must be maintained.

**Standard Job Requirements (all staff)**

* Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
* Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
* Conform with AnglicareSA's conditions of employment, Code of Conduct, Standards of Practice and Behaviour, Confidentiality and Fair Treatment policies and other Human Resources, Work Health and Safety (particularly AnglicareSA's "no lift" and manual handling) and organisational policies and procedures.
* Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
* Perform all allocated duties within classification and work at other AnglicareSA sites if required.
* To be physically and mentally capable and report to work in a fit state to perform all duties.
* Must provide evidence of Australian residency or current working VISA.
* Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

**National Police History Check  DCSI Child-Related Employment Screening**

**Person Specification**

**Qualifications**

* A Bachelor of Disability and Developmental Education, or any other qualification approved by DEAI and/or NDIS
* Certificate IV in Workplace Training, Assessment and Education (desirable).

**Demonstrable Requirements / Selection Criteria**

* Ability to work flexibly and be responsive to emerging trends and environments.
* Possess a high level of knowledge of the National Disability Insurance Scheme.
* Ability to build rapport and professional relationships with a range of people including, but not limited to children/people living with a disability and their staff other professionals and management.
* Demonstrated ability to work within a professional team environment.
* Willingness to be accountable for the performance and outcomes of programs delivered.
* Possess and in-depth understanding of disability and mental health issues.
* Experience in working with assessment tools and support staff and families to use the appropriate tools.
* Experience in working with children and adults living with a disability.
* Experience in working with people living with a mental health issue and/or high and complex needs
* Ability to advocate for Customers and their families.
* Demonstrated understanding of the issues that families and service providers may face when providing support to Customers within the Disability, Mental Health and Child Care Services portfolio.
* Demonstrated highly developed interpersonal and communication skills (written and verbal), problem solving and negotiation skills.
* High level of computer literacy.
* Proven ability to meet deadlines as required, KPI’s and maintain accurate data.
* Effective time management skills.
* Evidence of ongoing professional development reflected in awareness of current literature and research.
* Willing to be involved in personal development workshops as deemed by supervisor.
* WH&S knowledge and skills suitable for the position.
* Work within a team environment in accordance with AnglicareSA values.

**Competencies**

*The competencies below reflect requirements for this position. They may be used as part of the selection process when recruiting for the position and for performance reviews.*

**General Competencies - All Positions**

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| **Job Type** | **Coordinator, Supervisor, Professional** |
| **Living the AnglicareSA Values** | Demonstrate the values within their work area. Support team members in displaying the values. |
| **Cultural Respect of Aboriginal Peoples** | Support team members to effectively respond to the needs and aspirations of Aboriginal people and communities. |
| **Valuing Diversity**  ***(race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political affiliation etc.)*** | Support team members to accept, respect and appreciate individual differences. |

**AnglicareSA Vision**

Justice, respect and fullness of life for all.

**AnglicareSA Purpose**

AnglicareSA, on behalf of the Anglican Church, expresses God’s love for individuals, families and communities by:

* Making a positive difference to quality of life.
* Responding to needs and issues in ways which enhance and protect dignity and integrity.
* Promoting social justice.

**AnglicareSA Values**

* **Integrity**

We act honestly and ethically and ensure accountability to those we service and work with.

* **Compassion**

We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.

* **Stewardship**

We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.

* **Equity**

We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.

* **Servant Leadership**

We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

**ACCEPTANCE/AUTHORISATION**

Jobholder Signature: ………..…….. Date

Print Jobholder Name:

General Manager, Community Services Signature:

Date: