

POSITION TITLE:	Paediatric Speech Pathologist and Keyworker
FTE:	1
CLASSIFICATION:	Grade 1
DIVISION:	Early Intervention and Disability Services (NDIS)
PROGRAM:	Early Intervention and Therapy Service (EITS)
LOCATION:	Berwick, Pakenham and Cranbourne, as well as work performed at the request of the organisation at any Windermere location
TENURE:	Ongoing
DATE:	Sept 2021

1. ABOUT WINDERMERE

Windermere is an independent community service organisation, working across south east Victoria to help those who need it most. Since our beginning more than 150 years ago, we have been working to create a stronger, more connected and supported community. Our support comes in many forms as we work together to find the right solutions for the many and varied complex issues faced by children, families and individuals in our community.

Our aim is to get in early by providing programs and services within five primary areas:

- Family Wellbeing to create positive behavioural changes, greater understanding and respond to violence and/or neglect
- Childhood Development, Education & Support including child care and services for children and adults with developmental delays and disability
- Assistance and support for victims of trauma, assault and/or violent crime
- Community Strengthening designed to respond quickly to critical and emerging needs.
- Homelessness services to support individuals and families to secure and maintain accommodation and to build capacity to reduce the cycle of homelessness

We believe that everyone is someone in our community and that is reflected in our approach with those we work with every day. Whilst we receive funding for some services from state and federal governments, others are funded solely by donors and sponsors to whom we are truly grateful.

2. OUR PURPOSE, VISION AND VALUES

Our Purpose:

We get in early to make a difference in the lives of individuals, families and communities

Our Vision:

A stronger, connected and supported community

Our Promise:

Our many services working together with you for a better life

3. KEY RESULT AREAS, RESPONSIBILITIES AND PERFORMANCE MEASURES

Key Result Areas	Responsibilities	Performance Measures
Service delivery	<p>Provide quality transdisciplinary Early Childhood Early Intervention (key worker) services to children and their families.</p> <p>Provide discipline specific assessment and outcome focused intervention to children 0-12 yr olds with a range of disabilities and their family.</p> <p>Provide service utilising the following service principles; - Transdisciplinary Key Worker model - Family Centred Practice - Strengths Based Practice - Natural environments - Evidence based practice</p> <p>Work flexibly and be adaptive to a changing environment.</p> <p>Utilise a range of formal and informal assessment tools appropriate to the child and family.</p> <p>Assess and organise the prescription of assistive technology to enable children to develop maximum function.</p> <p>Continual and specific planning and evaluation of the effectiveness of programs.</p> <p>Actively participate in professional development activities and enhance service delivery by informed best practice.</p>	<p>Maintain required targets and reporting standards as specified under agreements with funding bodies.</p> <p>Meet utilisation targets as directed by Management.</p> <p>Calendar is up-to-date; including consistent evidence that time is managed effectively.</p> <p>100% of consumer related reporting and data collection completed accurately within specified timeframes.</p> <p>Attend 80% of required meetings and events and contribute actively.</p> <p>Liaise and/or refer to appropriate services.</p> <p>Demonstrate preparedness to work across the region as required.</p> <p>Respond to internal requests for consultation within specified timeframes.</p> <p>Assessments, funding applications and reports efficiently completed within specified timeframes.</p> <p>Actively explore and share industry trends and innovation and review current literature in order to provide evidence based practice.</p>
Organisational expectations and directives in relation to policies and procedures and the organisation's purpose, vision and values	<p>Familiarise yourself with and adhere to Windermere's Policies and Procedures, including the Code of Conduct, Human Resources policies and guidelines and Occupational Health and Safety obligations</p> <p>Demonstrate dedication and commitment to work in accordance with Windermere's values and behaviours</p> <p>Attend prearranged dates scheduled for supervision and organisation wide training, including organisation forums and on line induction and be actively involved in the 6-week induction review, 3 and 6-month probationary reviews and a recurring annual performance review with the relevant supervisor</p>	<p>Ensure policies, procedures and codes are complied with at all times</p> <p>Ensure all interactions are undertaken in accordance with the behaviours set, as outlined in the Code of Conduct</p> <p>100% attendance at performance reviews.</p> <p>Completion of induction and orientation within set timeframes.</p> <p>Positively embrace and adopt change as it occurs.</p> <p>Ensure arrangements are made so that 100% of courses are attended or completed.</p>

	<p>Contribute to or participate in Continuous Quality Improvement (CQI) activities of the organisation, and will implement CQI strategies into their work practices</p> <p>Meet the challenges of change as it occurs within the service and organisation</p> <p>Attend or complete foundation and position specific training courses set by the organisation and attend or complete discretionary training as approved by the supervisor</p> <p>Actively assess, manage and where possible mitigate workplace risk including (OH+S), consumer related risk, reputation risk and personal risk.</p>	<p>Report risk to the appropriate Windermere personnel and utilise current risk management tools and procedures available.</p> <p>Protect the rights, safety and wellbeing of children and provide a child safe environment</p>
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The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee's skill, qualification, experience and competence level to meet the organisation's operational needs.

The Position Description may be amended from time to time at the organisation's discretion. Where there is inconsistency between KPI's in this Position Description and those within the Organisation Objectives, the Organisation Objectives will stand.

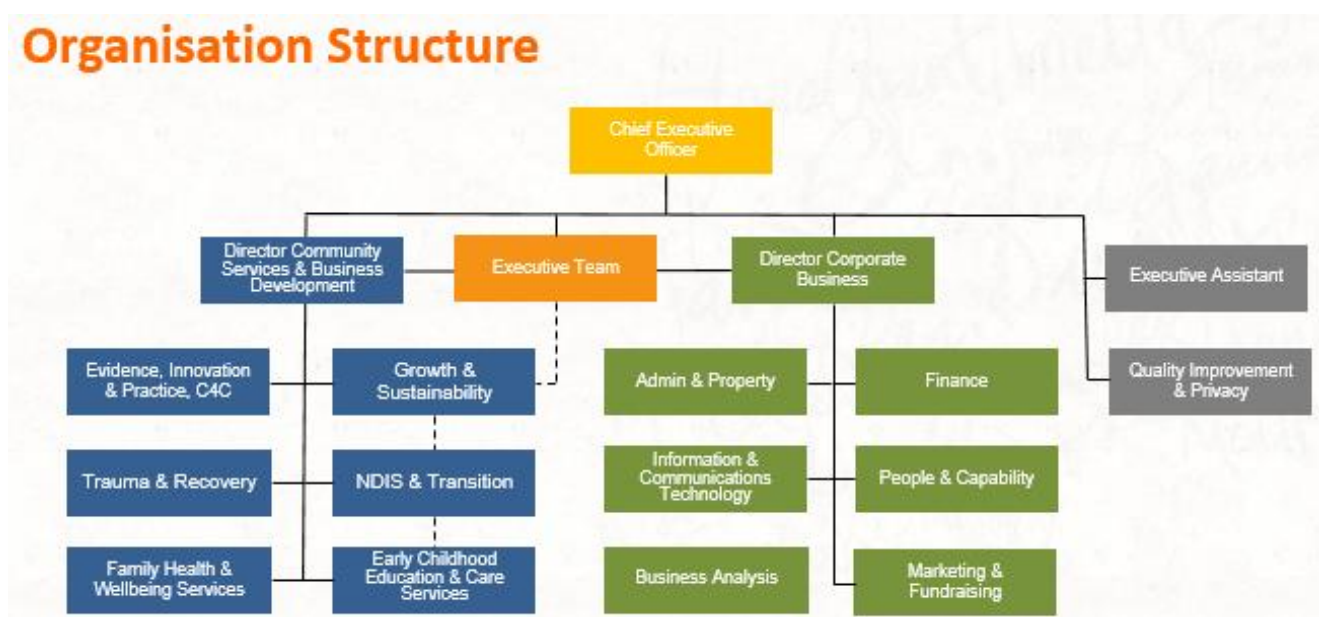
4. ORGANISATIONAL RELATIONSHIPS

LINE MANAGER: Assistant Manager EITS

SUPERVISES: Nil

INTERNAL RELATIONSHIPS: All Windermere staff and contractors

EXTERNAL RELATIONSHIPS: Manager NDIS & Transition, General Manager Growth & Sustainability, NDIS Consumer Engagement Coordinator, NDIS Policy and Compliance Lead, NDIS service providers, NDIA



5. KEY SELECTION CRITERIA

- Tertiary qualifications in Speech Pathology and current and ongoing registration with Speech Pathology Australia
- Sound theoretical knowledge as expected for a new graduate or early career therapist with discipline specific clinical experience in paediatric practice 0-12 years
- Demonstrated knowledge of typical development and common conditions such as autism spectrum disorder, cerebral palsy, down syndrome and developmental delay
- Knowledge and skills in the assessment, implementation and evaluation of plans and services for children & families
- The ability to meet service KPIs and provide a consumer-focused, high-quality and responsive service
- Demonstrated ability to work effectively as part of a team as well as work independently, including office based or remote off-site locations
- Demonstrated ability to effectively manage use of time in a fast paced, complex service environment
- Demonstrated knowledge in the prescription and implementation of assistive technology
- Willingness to register with Medicare
- Ability to use a computer and all relevant technology
- Current Victorian Drivers' License

6. APPLICATION DETAILS

To maximise your opportunity for employment, it is recommended that you provide the following information:

- Covering application letter briefly addressing the Key Selection Criteria
- Current Resume

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- The PD is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me. Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of Windermere's Training and Development policy.
- The PD will be reviewed regularly in consultation with me.
- The Key Performance Indicators (KPIs), where included in this document, are indicative. KPIs will be set by the immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPIs.

Occupant:

Name: _____

Signature: _____ Date: _____