



Key Worker – Occupational Therapist

Reports to: Disability Services Network Manager
Unit/Centre/Program: SDN Beranga Hub – Disability Services Network 4
Date: October 2016

Primary Objective

In this role you will work as part of the Disability Network within the SDN Beranga Hub that comprises of a team of allied health and education professionals to provide high quality, evidence based Early Childhood Intervention support to children from birth to transition to high school with a range of disabilities and/or delays and their families.

As a key worker, you will bring your passion for inclusion and innovation to support a caseload of children and families in Western Sydney.

You will work closely with the Disability Services Network Manager to assist SDN in the achievement of its mission, vision and strategic plan working in accordance with its values and philosophy.

Selection Criteria

Knowledge, Skills and Experience

- University qualifications in Applied Health Sciences (Occupational Therapy) with current membership with AHPRA.
- Demonstrated experience working with children with disabilities and/or delays.
- Demonstrated skills in the delivery of strengths-based, family centred and play based approaches.
- Demonstrated experience and interest in working with children and families from different cultural backgrounds, including families from an Aboriginal or Torres Strait Islander background.
- Strong connection with and commitment to upholding the values and philosophy of SDN
- Current drivers licence and own comprehensively insured car
- Current Working with Children Check (NSW) or Working with Vulnerable People Check (ACT).

Desirable but not essential:

- Knowledge and understanding of key worker, transdisciplinary models
- Knowledge of the National Disability Insurance Scheme

Personal Qualities

- Commitment to continuous learning and Reflection on Practice.

- Demonstrates professionalism, initiative and confidence in decision making, with the capacity work within a team.
- Ability to critically reflect on own work performance and commitment to ongoing professional development
- Ability to maintain confidentiality
- Excellent time management skills with the ability to multi-task and show flexibility
- Possesses an open mind and displays sensitivity and tact with regards to others
- Have a desire to inspire others, be open to new ideas and has a willingness to learn
- A genuine commitment to advocacy for children
- A passion for supporting others to provide quality learning experiences for children
- Excellent effective communication and relationship building skills
- Adaptability, flexibility and resilience with the ability to respond positively to change
- Commitment and passion for advocacy and providing quality learning experiences for children to achieve positive outcomes and supporting parents in their role
- Commitment to sharing professional knowledge
- Initiative, capacity to work with minimal supervision and confidence in decision making that aligns with the organisations vision and values.

Key Accountabilities

Service Delivery/Practice

- To develop strong, effective relationships within the community to engage new children and families in the program.
- As a key worker, in a transdisciplinary team deliver services ensuring that you:
 - Use a range of methods to know and understand each child
 - Use a range of practices to include each child
 - Identify the child's strengths and areas of need and implement transdisciplinary programs
 - Implement family-centred practices
 - Use strengths-based language and practices
 - Assist families to develop a child's skills through play and everyday activities
 - Support families in accessing services including transition playgroups, home visiting, centre visits, sport and leisure visits, before & after school care visits.
- As led by the Disability Services Network Manager and Professional Learning Manager, contribute to the development of and facilitate workshops in areas specific to your knowledge and skills.
- Advocate for SDN's vision, values and principles within the team and in the community.
- Following the strategic direction set out by the Disability Services Network Manager, build strong and effective networks within the community.
- Contribute to evaluation of this innovative community.
- Work closely and effectively with the Centre Director and Professional Learning Manager within the SDN Beranga Hub to ensure integrated services are delivered across the Hub.
- To articulate, model and coach team members in the provision of evidence based Occupational Therapy strategies as part of transdisciplinary team.
- To report on outputs and outcomes using systems including but not limited to CRM and Key Performance Indicator reports.

- As led by the Disability Services Network Manager, market and promote the Disability Network through networking and direct contact and contribute to program growth.
- Engage professionally in regular transdisciplinary meetings and case coordination meetings with your direct reports.
- Implement strategies to ensure that services are responsive to users' needs, through the implementation and use of service evaluation strategies that provide opportunities for participation and feedback.
- Ensure services comply with all relevant legislative acts, regulations and guidelines, particularly with reference to service provision, employment, privacy and Workplace Health and Safety.
- Proactively promote SDN's services with other agencies and community groups.
- Engage with interested families to provide pre-planning support and information.
- Maintain effective records as required and provide statistical and service delivery information as required for the purposes of accountability, program development and contractual reporting requirements.
- Identify families and young children where risk factors exist and where parents are having difficulty coping with parenting and implement strategies to minimise the risks.
- Represent the SDN Brand in a professional manner that aligns with the organisations values and vision.
- Support families to understand NDIS and the fees involved and support them to make informed decisions.
- Maintain nurturing relationships with children creating an environment which ensures trust and security and provides flexible routines.
- To develop and maintain strong relationships with families through regular and meaningful communication regarding your observations and the outcomes of the educational program.
- Contribute to the development and effectiveness of the transdisciplinary SDN Beranga Hub by using strategies and behaviours that actively promote and support collaboration.

Financial Management

- Ensure that all services delivered are logged in CRM in accordance with SDN policies and procedures to ensure families are charged in line with their service agreement.

Relationship and Self-Management

- Participation in relevant interagency forums and actively develop and maintain relevant networks and relationships with key stakeholders.
- Work with other agencies, community groups, and other stakeholders to further the interests of children, young people and their families and facilitate the effective delivery of program outcomes.
- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player and worker cooperatively with others.
- Encourage a culture that supports reflection on practice to create a positive learning environment and professional development opportunities for the team.
- Contribute to the effective operation of the workplace by supporting colleagues through clear communication, sharing of information, participating as a team player cooperatively with others.
- Establish and maintain positive working relationships with colleagues that are fair, professional, supportive and respectful.

- Reflect on and seek to develop own work performance.
- Demonstrated willingness to participate professionally in ongoing professional development.
- Perform other duties as requested by the Community Leader that fall within the scope of the role.
- Act and carry out work in accordance with SDN's policies and procedures

Work, Health and Safety

- Responsible for personal health and safety.
- Complies with SDN requirements in relation to WHS & Injury Management activities and responsibilities.
- Identifies and reports WHS problems, where evident, in processes or systems.
- Reports accident/incident information promptly to RTW/WHS Coordinator.

Sector Engagement and Awareness

- Maintain an awareness of relevant legislation, government compliance and accountability requirements, as well as social, political and economic issues impacting the sector.
- Engage with SDN's strategic vision and objectives and abide by SDN policies and procedures.
- Demonstrate an awareness of and commitment to child safety and comply with the Children and Young Persons (Care and Protection) Act 1998.
- Report internal issues of concern, including abuse or neglect to CEO or direct manager and if required to Community Services, in line with the Mandatory Reporter Guidelines.