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| POSITION: | Occupational Therapist - Key Worker - Early Childhood Intervention Services |
| REPORTS TO: | Team Leader – Early Childhood Intervention Services |
| DATE UPDATED: | August 2023 |

ORGANISATIONAL ENVIRONMENT

MCM (Melbourne City Mission) is a leading community services organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers experienced through Homelessness, Early Years, Disability, Palliative care, Early Childhood Intervention Services and Education.

With deep experience working with communities experiencing disadvantage, MCM advocates for systemic change, working across all sectors to sustainably disrupt such disadvantage.

Since 1854, MCM has been striving for those experiencing disadvantage to live their life, their way.

JOB CONTEXT

- The **MCM Early Childhood Intervention Program** serves as a specialized service dedicated to aiding families with children experiencing developmental delays or disabilities.
- Central to our approach is the recognition of the critical role of early interventions in fostering optimal long-term development.
- We engage in collaborative partnerships with families, valuing their skills, knowledge and involvement.
- Our approach is attuned to their requirements and preferences, by building the capacity of families, providing support, information and resources.
- Within this program, Key Workers specializing in various domains will provide high quality services and supports within a social insurance model, operating within a framework that emphasizes achieving positive outcomes and a return on investment.
- The support delivered will be mutually agreed on by parent/caregiver and service, based on individual child goals and a clear goal achievement plan.

JOB PURPOSE

- The Key Worker will work as part of a team in a transdisciplinary model of service delivery.
- The position is responsible for providing specialist support and service provision to children experiencing developmental delays or disabilities and their families.
- The primary aim is to facilitate development, enhance overall well-being, and foster active engagement within the community.
- The role will operate in partnership with parents/caregivers, families and other significant stakeholders to enhance their knowledge, skills and supports to meet the needs of the child.
- The Key Worker will promote and optimise the child's learning and development to ensure full and active participation in family and community life.
- They will implement service provision under the National Guidelines on Best Practice for Early Childhood Intervention Services and relevant NDIS guidelines.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

Child and Family Support:

- Monitor, evaluate and clearly define child goals to ensure service effectiveness and continuous improvements through regular review.
- Provide ongoing feedback through progress notes, reports and discussion with families/carers in a timely and effective manner.
- Provide support to children and families in the child's environment (home, telepractice, integrated education settings, community support, group focused programs and broader early childhood and school settings).
- Ensure support to children and families is culturally responsive and reflective of the community in which they are a part.
- Work to fulfil service agreement plan set between MCM and the family by working under a billable model.

Occupational Therapy Expertise:

- To utilise skills and knowledge in occupational therapy to provide high quality, family-centred services, employing a strengths-based approach to children experiencing developmental delays or disabilities and their families.
- The ability to demonstrate occupational therapy specific competencies in understanding and analysing the ability of the child in the areas of fine and gross motor, sensory processing, self-care, emotional regulation and equipment needs.
- Administer assessments, develop and implement planning, therapy and other support strategies to achieve high quality outcomes for the child and family.
- Assist with the evaluation and analysis of discipline specific guidelines, policies and procedures, as required.
- Contribute to the supervision of discipline specific students, as required.

Team Collaboration:

- Work within a trans-disciplinary team to provide high quality early intervention or therapeutic supports entered around the goals and priorities of the child and family. This support is delivered within both universal and specialist support services.
- Develop and maintain effective collaborative relationships with key stakeholders with a focus on integrity, respect and accountability.
- Provide support, consultancy and training to broader generic early childhood programs to ensure inclusive practice within the community.

Quality and Compliance:

- Participate in MCM's initiatives, professional development program and professional networks to ensure the highest standard of practice is maintained.
- Be proactive in your learning by participating in monthly supervision, monthly communities of practice and professional development.

- Uphold professional standards by demonstrating best practice and keeping abreast of practice developments, government policy, NDIA policy and statutory requirements
- Adopt a risk management approach to problem solving to assist in identifying issues which may have ramifications for the child, family or broader community in which we work.
- Participate in quality improvements and OH&S practices and initiatives as stipulated by MCM policy and guidelines.
- Ensure own professional development needs are identified and updated as required, whilst maintaining and updating discipline specific skills.
- Ensure services are delivered within the framework of MCM’s policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the Manager / Team Leader or delegate.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

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| Internal Relationships | <ul style="list-style-type: none"> • Other members of the MCM Early Childhood intervention Team • Other MCM programs (Early Years, Support Coordination, Early Links etc.) • MCM Support Functions (IT, Customer Support Team etc.) |
| External Relationships | <ul style="list-style-type: none"> • This position will work closely with all adults involved in a child’s life – parents, paediatrician, kindergarten, school, childcare staff and any other professionals working with the child and family. |

KEY SELECTION CRITERIA

Essential:

- A tertiary qualification in Occupational Therapy and registration with Australian Health Practitioner Regulation Agency (AHPRA).
- Experience and demonstrable knowledge in the delivery of services within early intervention for children and families following best practice guidelines.
- Working experience and knowledge in typical and atypical childhood development and strategies to facilitate early childhood development within a range of settings.
- Demonstrate the ability to work with specialist therapeutic and child/family support agencies to assist children and families with more complex needs to develop and implement an individualised intervention plan.
- Ability to work both independently and collaboratively with other professionals to enhance the supports provided to children and families.
- A commitment to family centred practice and maximising the opportunities and support provided through generic early childhood services.
- Ability to work independently, to implement effective caseload management strategies.
- Knowledge of the NDIS and ability to work within a billable model.

- Current Working with Children Check, NDIS worker screening check and other screening checks as advised.
- Valid driver’s licence, own vehicle and the ability to travel within the northern suburbs, western suburbs or regional centres depending on your base.
- Excellent interpersonal, written and verbal skills.
- An understanding of the requirements for ensuring child safety.
- Computer literacy, including proficiency in electronic records and data management tools.

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

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| People at the Centre | We do our best work when we understand the people we serve and enable them to direct their own lives, demonstrating unconditional positive regard. We partner with others to provide access to what they need locally. |
| Collaboration & Cooperation | Seeks to find the right solution for all. Stays connected, and works together with colleagues and the people who use our services to achieve great things. |
| Provable Results | Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for the people who use our services and our colleagues. |
| Doing Our Best | Follows a ‘right first time’ approach. Sets and expects high standards as a mark of MCM’s reputation. |
| Builds Capability & Realises Potential | Plays an active role in their own and others’ development. Encourages and inspires others to realise ambitions and potential. |
| Challenge & Change | Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference. |

COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- All employees are subject to MCM’s Employment Safety Screening Procedure including satisfactory completion of safety screening including a National Police check, Proof of Identity check, International Police check (if required), a valid Victorian Working with Children Check (Employee), NDIS Worker Screening Check, current Victorian Drivers Licence, and the right to work in Australia in line with the Victorian Safety Screening Policy.

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

Child Safety & Safety of Vulnerable People

MCM is a Child Safe Organisation. We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Workplace Health & Safety:

MCM’s strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and people who use our services and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and people who use our services who may be affected by your acts or omissions in the workplace.

Operational Accountability:

MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

OUR VALUES

Employees are expected to commit to and demonstrate MCM’s values:

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| Together | <p>We are inclusive and accepting of difference.</p> <p>We work in highly effective teams and our people are connected across our organisation.</p> <p>We engage proactively with others to deliver outcomes.</p> |
| Courageous | <p>We speak up constructively in line with our convictions.</p> <p>We pursue our goals with determination.</p> <p>We are passionate about our advocacy role.</p> |
| Curious | <p>We are inquisitive and ask why.</p> <p>We challenge the status quo.</p> <p>We actively explore the alternatives.</p> |
| Open | <p>We are transparent and have genuine, honest interactions.</p> <p>We listen and hear people’s voices.</p> <p>We value and respect the autonomy of clients.</p> <p>We trust one another.</p> |
| Accountable | <p>We act safely in all our interactions.</p> <p>We manage within our financial and resource boundaries.</p> <p>We own our outcomes and decisions.</p> <p>We are proud of the work that we do.</p> |