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| **POSITION:** | | | **​​Speech Pathologist – School Readiness Funding - Early Childhood Intervention Services​ (ECIS)** |
| **REPORTS TO:** | | | **​​Team Leader – Early Childhood Intervention Services​** |
| **DATE UPDATED:** | | | **November 2024** |
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| **ORGANISATIONAL ENVIRONMENT** | | | |
| MCM (Melbourne City Mission) is a leading community service organisation that innovatively works alongside thousands of Victorians and their communities to overcome barriers experienced through homelessness, disability, palliative care, early childhood intervention 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 Service** serves as a specialised service dedicated to aiding families with children experiencing developmental delay or disability utilising a Key Worker model. * MCM partners with a local partner organisation to deliver their School Readiness Funding with services supported across the greater Melbourne area. | | | |
| **JOB PURPOSE** | | | |
| * You will work within the ECIS multidisciplinary SRF team, and with our partner organisation to deliver unique supports to build capacity, skills and knowledge for educators and kindergarten services, facilitating children’s school readiness skills under School Readiness Funding. * Supports provided will be both in person and online, at an individual, service, and organisational level. * The role operates in partnership with our partner organisation, coaches, educators, families and other significant stakeholders to enhance their knowledge, skills and supports to meet the needs of the children. * Inputs provided will align with service and organisational level goals with a strong capacity building focus, in line with the Victorian Early Years Learning and Development Framework. | | | |
| **JOB OBJECTIVES** | | | |
| Work collaboratively with key stakeholders and service partners, including educators and nominated supervisors to build and maintain effective learning partnerships, under a capacity building framework.  Work with the MCM team to define and deliver cohesive and meaningful support within the parameters of school readiness funding.  Build the capacity of educators on their identified goal and support to embed practice change through consultation, training, coaching and modelling, while working alongside our discipline specific colleagues.  **Duties of this role may include but are not limited to the following:**  Educator Capacity Building:   * Maintain a focus that prioritises the wellbeing of the child within the context of the early years environment. * Support key stakeholders to collaborate, implement, monitor and embed strategies which enhance their delivery of curriculum to children within their service. Reflect and evaluate input provided to service partners. * Provide ongoing feedback to key stakeholders through summary notes and discussion with service partners in a timely and effective manner. * Ensure input provided is evidenced-based, culturally responsive and neuroaffirming, reflective of community need. * Work to fulfil agreement plan set between MCM and the service partner with through documentation and outcome measurement.   Allied Health Speech Pathology Expertise:   * Utilise skills and knowledge in early intervention to provide high quality, place based input, employing a strengths-based approach to children. * Demonstrate speech pathology specific competencies in understanding and analysing the ability of the child in all areas relating to communication, literacy and feeding development. * Support planning and implementation of strategies to achieve high quality outcomes for the children within their early childhood setting. * Assist with the evaluation and analysis of discipline specific guidelines, policies and procedures, as required.     Team Collaboration:   * Work within a multi-disciplinary team to provide high quality therapeutic supports in line with the goals and priorities of the service partners. * Develop and maintain effective collaborative relationships within MCM team and with key stakeholders with a focus on integrity, respect and accountability. * Empower service partners to access relevant services that will support the individual child as appropriate. * Empower service partners to connect with local relevant services to enhance engagement of children and families accessing their early childhood program.     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 relevant 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 a child, family, service or broader community in which we work. * Participate in quality improvements and WH&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 will have relationships with a diverse range of MCM employees, external organisational partners and stakeholders within the community. Examples of key relationships are detailed in the following table: | | | |
| **Internal Relationships** | | * Other members of the MCM SRF Team * Members of the Early Childhood Intervention Team * Other MCM programs * MCM Support Functions (IT, Customer Support Team etc.) | |
| **External Relationships** | | * ​​SRF partner organisation(s) * Their respective education services, employees and contactors ​ | |
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| **KEY SELECTION CRITERIA** | | | |
| **Essential:**   * A tertiary qualification in Speech Pathology and registration with Speech Pathology Australia (SPA) as a Certified Practicing Speech Pathologist. * Minimum 3 years clinical experience working with pre-school aged children. * Experience and demonstrable knowledge of early childhood education, and keenness to work within the Victorian Early Years Learning and Development Framework (VEYLDF). Understanding of the current context, themes and trends of families with kindergarten-aged children. * Experience and demonstrable knowledge of typical and atypical childhood development, and the delivery of early intervention supports across a range of environments following best practice guidelines. * Ability to work both independently and collaboratively with colleagues and key stakeholders. * Ability to proactively foster strong working relationships utilising effective and efficient caseload management strategies within the service and funding guidelines. * 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 greater metro Melbourne area. * Flexibility to adjust working hours in response to service requests. Occasional overnight stays may be required. * Excellent interpersonal, written and verbal skills, including willingness to host and present training webinars both in person and online. * Strong computer literacy skills and attention to detail, including proficiency to maintain electronic records and data management. Competently navigate the Office365 software (Sharepoint, Teams, Word, Excel, PPT); preparation and delivery of online webinars, and resources for distribution with our partner organisation. * An understanding of the requirements for ensuring child safety and working within the Child Safe Standards.   **Desirable:**   * Knowledge of the VELDYF, and early years funding models (i.e. KIS), and educational theories * Knowledge of the NDIS and other community referral pathways including support agencies for families. * Hanen - Learning Language and Loving It training (or willingness to complete and deliver) * Experience in providing coaching and/or capacity building supports to educators. | | | |
| **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 Work Health & Safety responsibilities as follows:   * To comply with all MCM policies related to Work 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: | | | |
| Together | We are inclusive and accepting of difference.We work in highly effective teams and our people are connected across our organisation.We engage proactively with others to deliver outcomes. | | |
| Courageous | We speak up constructively in line with our convictions.We pursue our goals with determination.We are passionate about our advocacy role. | | |
| Curious | We are inquisitive and ask why.We challenge the status quo.We actively explore the alternatives. | | |
| Open | We are transparent and have genuine, honest interactions.We listen and hear people’s voices.We value and respect the autonomy of clients.We trust one another. | | |
| Accountable | We act safely in all our interactions.We manage within our financial and resource boundaries.We own our outcomes and decisions.We are proud of the work that we do. | | |