



POSITION DESCRIPTION

Position Title:	Occupational Therapist
Department:	Integrated Services
Date:	January 2018
Reporting To:	Allied Health Director
Positions Reporting to this role:	Nil
Internal Liaisons:	Allied health professionals, health professionals, ECEC staff, family day care staff, playgroup staff, business services staff, children and families.
External Liaisons:	Community Organisations, Councils, Family and Community Services, regulatory bodies, tertiary institutions, community members and others as required

Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

Purpose/Key Objectives

- Provide occupational therapy services to children and their families, who are enrolled in Early Childhood Education and Care services at The Infants' Home
- Provide occupational therapy intervention for children within the context of integrated and inclusive service provision
- Contribute to innovative practice, research and program development to improve outcomes for children across the organisation as required

Responsibilities:

1. Teamwork, Service and Administration

- Coordinate with the Early Childhood Education and Care Centres teams in the development and management of Individual Family Service Plans; working from a children's rights and strengths-based perspective when working with families
- Ensure that concise, up-to-date files are kept on all children and families; ensuring that child and family records are current and are maintained in accordance with policy and procedures

- Ensure the development and implementation of Individual Family Support Plans (IFSPs) in conjunction with families and staff, using established formats and within acceptable timelines
- Collect relevant/required data relating to the provision of child and family services and supervise the collection of data by other team members
- Attend parent, community and staff meetings/events as required to support the services and organisation
- Promote The Infants' Home and liaise with appropriate community networks to support the community and services
- Support relationships with universities including research, student clinical placement and professional training requirements
- Collaborate with the Early Childhood Education and Care Centres to provide coordinated, well-planned and adequately resourced programs
- Collaborate with Early Childhood Education and Care Centre Directors to achieve the integrated strategic direction
- Contribute to the promotion of effective teamwork practices and the integration of service provision across all program areas
- Demonstrate a high standard of competence, cultural awareness and responsiveness in the provision of family services
- Contribute to policy development and decision-making, as appropriate

2. Reporting

- Create and maintain files for children involved in the Occupational Therapy program
- Assist in the preparation of reports as may be required from time to time
- Assist in relevant funding applications

3. Professional Conduct

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Actively participate in regular performance appraisals and training plans
- Identify and attend relevant continuing education and professional development opportunities
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Keep abreast of current research relating to inclusive and integrated practice within child and family services
- Promote the understanding and application of diversity

4. Compliance and Organisational Requirements

Ensure activities within the area of responsibility comply with:

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| • National law and regulations | • Child Protection Legislation |
| • Work Health and Safety legislation | • The Infants' Home vision, mission, policies, procedures and strategic goals |
| • National Quality Standards | |
| • Early Years Learning Framework | |

5. Risk Management

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

6. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Allied Health Director, CEO
 - Participate in research as required
 - Support the provision of student/volunteer placement
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Essential Criteria

Qualifications/Experience

- Degree in Occupational Therapy recognised by Occupational Therapy Australia
- Eligibility for membership of the Occupational Therapy Association of Australia - membership required throughout period of employment
- Experience in providing Occupational Therapy to children 0-5 years old for at least 4 years
- Current driver's license and use of private vehicle
- Experience working within Early Childhood Education and Care Services

Knowledge, Skills and Attitude

- Sound knowledge in the provision of Occupational Therapy to children
- Willingness to maintain up to date knowledge and to continue professional development
- Knowledge and understanding of the Early Years Learning Framework and how it informs educational programs for children
- Demonstrated knowledge of current best practise in early childhood wellbeing, child protection, family work and early intervention
- Well-developed knowledge with respect to working with families and children
- Knowledge and understanding of Child Protection Legislation and related issues
- An understanding of Individual Family Service Plans and current family centred practice issues
- A comprehensive knowledge of services available in the community to assist families with young children and understanding of government programs and funding
- A valuing of children's rights and capacity to include them in decisions relating to their wellbeing
- Well-developed written and verbal communication skills
- Ability to work independently and as part of a team
- Preparedness to work outside of business hours on occasions
- Capacity to critically reflect on practice and examine options
- Awareness of Equal Employment Opportunity and WHS issues

Desirable Criteria

- Experience with children at risk and children experiencing social/emotional difficulties and autism spectrum disorders
 - Experience working within an interdisciplinary and/or transdisciplinary model of service delivery
 - Experience in working in a consultative framework
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I have read and agree to undertake the duties as outlined:

Name

Signature

Date