



## POSITION DESCRIPTION

<b>Position Title:</b>	Occupational Therapist
<b>Department:</b>	Allied Health
<b>Date:</b>	September 2025
<b>Reporting To:</b>	Hub Operations Manager
<b>Direct Reports:</b>	Nil
<b>Internal Liaisons:</b>	All staff, children, and families
<b>External Liaisons:</b>	Community organisations, government services regulatory bodies, tertiary institutions, community members and others as required

### Company Overview

The Infants' Home Child and Family Services is a leading provider of high-quality early childhood education and care, allied health and early intervention services for children and families. For over 150 years the key focus of our work has been supporting families and children experiencing hardship or vulnerabilities to make a more positive future.

### Purpose/Key Objectives

The Occupational Therapist provides early intervention services for children aged 0 to 9 years across all programs at The Infants' Home. Working as part of the Allied Health team, the Occupational Therapist is based primarily in the Early Intervention and Wellbeing Hub and supports our Early Childhood Education and Care (ECEC) Centres as required.

This role delivers evidence-based individual and group assessments and interventions aligned with children's and families' goals. Services are provided onsite and in community settings, including homes, early learning centres, schools and parks. Goals are developed in collaboration with families, and outcomes are evaluated and reported to inform ongoing planning. The Occupational Therapist also plans and delivers capacity-building supports to strengthen the skills, knowledge and confidence of parents and educators in supporting children's development. They engage with community-based programs, such as supported playgroups, where required.

When working in the ECEC Centres, the Occupational Therapist collaborates with the integrated team, families and external professionals to apply the Response to Intervention (RTI) Model to support children within the early childhood program. A key part of the role is building the capability of educators and helping embed the RTI Model into everyday practice.

### Responsibilities

#### 1. Early Intervention and Wellbeing Hub and Community Programs

- Deliver evidence-based assessment and therapy for children aged 0 to 9 with functional and developmental needs.
- Provide services across settings (onsite, home, early childhood centres, schools) as appropriate and support playgroups parent capacity building or other community programs.
- Collaborate with families to set meaningful, functional goals through a family-centred approach.
- Empower caregivers with strategies to support communication development in daily routines.
- Facilitate and co-lead goal-based therapy groups.

- Act as a key worker for assigned families, coordinating care and supporting goal achievement across disciplines.
- Ensure therapy aligns with the National Disability Insurance Scheme (NDIS) or management plan goals and principles of reasonable and necessary supports.
- Prepare clear, professional documentation including support plans, progress notes, and reports.
- Use standardised and informal tools and outcome measures to track progress and adjust therapy accordingly.
- Participate in goal reviews and contribute to NDIS plan development with families and support teams.
- Maintain professional registration and adhere to ethical and legal standards.
- Engage in ongoing professional development and contribute to service quality improvement.

## **2. Centre Based Care Early Intervention**

- Work collaboratively as part of the ECEC teams to contribute to the observation, informal assessment and documentation of children's learning and development; develop and facilitate experiences and collaborate with educators to develop strategies to support children's learning and development and facilitate inclusion in the program.
- Work from a children's rights and strengths-based perspective.
- Administer developmental screening tools as per The Infants' Home's RTI model procedures and framework.
- Coach and capacity build team members in the ECEC programs to enable continued best practice in Early Intervention.
- Develop, facilitate, and evaluate Practice and Pedagogy sessions for integrated team members.
- Attend parent, community and staff meetings/events as required to support the services and organisation.
- Contribute to the promotion of effective teamwork practices and the integration of service provision across all program areas.

## **Compliance and Organisational Requirements**

Ensure activities within the area of responsibility comply with legislation, including but is not limited to:

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| • National law and regulations  | • Child Protection Legislation   |
| • Work Health and Safety legislation  | • Legislation (federal, state and territory laws)                              |
| • National Quality Standards (NQS)  | • Best Practice in Early Childhood Intervention Guidelines                     |
| • Early Years Learning Framework (EYLF)   | • Industrial instruments   |
| • Registration requirements for Australian Health Practitioner Regulation Agency (AHPRA) and Occupational Therapy Australia | • Common law   |
| • NDIS Practice guidelines and NDIS code of Conduct   | • Privacy Law  |
|   | • The Infants' Home vision, mission, policies, procedures, and strategic goals |

## **Professional Conduct**

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation, and standards.
- Be involved in regular performance appraisals, self-reflection, and individual training plans.
- Work within The Infants' Home integration model.
- Promote the understanding and application of integrity, inclusion, partnership, excellence, discovery, and diversity.

## **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 Work Health and Safety requirements are met.

- Identify risks and report them in a timely manner.

## General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Hub Operations Manager and/or the Chief Executive Officer.
- Promote The Infants' Home and liaise with appropriate community networks to support the community and services.
- Attend and participate in meetings, events, and information sessions.
- Support relationships with educational institutions including research, student clinical placement (including supervision) and professional training requirements.
- Demonstrate a high standard of competence, cultural awareness, and responsiveness in the provision of family services.
- The Infants' Home reserves the right to add or amend your duties and responsibilities in accordance with changing circumstances and operational needs within the boundaries of your skill and competence. Any such changes may be reflected in changes to your Position Description made at the discretion of The Infants' Home.

## Essential Criteria

- Tertiary qualification in Occupational Therapy from a recognised tertiary institution.
- Current registration with AHPRA as an Occupational Therapist, maintained throughout employment.
- Eligibility for membership with Occupational Therapy Australia.
- Minimum two years' experience providing Occupational Therapy to children aged 0 to 9 years.
- Demonstrated knowledge and experience in family-centred practice, early intervention, keyworker approaches, and child development.
- Knowledge of child protection legislation and related issues.
- Commitment to evidence-based practice and ongoing professional development.
- Strong written and verbal communication skills, with the ability to work both independently and as part of a team.
- Commitment to children's rights, diversity, inclusion, and workplace health and safety.
- Current NSW Drivers Licence (Class C), and use of own insured vehicle.
- A valid NDIS Worker Check.
- Knowledge of trauma-responsive practice (desirable).
- Knowledge of community services and government programs supporting families with young children (desirable).
- Experience working in early childhood settings and providing early intervention services within an interdisciplinary or transdisciplinary model (desirable).
- Experience working in a consultative framework (desirable).
- Experience supporting children and families at risk (desirable).
- Experience working with children on the autism spectrum, with knowledge of neurodiversity-affirming approaches (desirable).
- Experience supporting children and families who receive NDIS funding (desirable).
- Knowledge of RTI frameworks that link health and education practices (desirable).
- Knowledge of the EYLF (desirable).

Please note, all employees at The Infants' Home are required to hold valid working rights in Australia and a current NSW Working With Children Check.

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I have read and agree to undertake the duties as outlined:

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Name

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Signature

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Date