



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Occupational Therapist
<b>Department:</b>	Allied Health
<b>Date:</b>	October 2025
<b>Reporting To:</b>	Head of Therapy and Community Programs
<b>Direct Reports:</b>	Nil
<b>Internal Liaisons:</b>	All staff, children, and families
<b>External Liaisons:</b>	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 an integrated child and family hub, providing 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 Senior Occupational Therapist plays a pivotal role within The Infants' Home's allied health team, contributing clinical expertise, collaboration and capacity building to support children and families across both Children's Services and the Early Intervention and Wellbeing Hub (the Hub). This position is responsible for co-designing and delivering high-quality discipline specific and transdisciplinary early intervention services in line with Best Practice in Early Intervention guidelines and the organisation's Response to Intervention Framework. The role also involves the design, facilitation, and evaluation of parent capacity building initiatives to strengthen family engagement and outcomes. The role includes providing clinical supervision and mentoring to therapists working across the organisation's services, ensuring best practice and continuous professional development.

### Responsibilities

#### 1. Clinical Leadership & Service Delivery

- Provide advanced clinical expertise and advice to management/leadership team in relation to assessment, intervention, and planning for children and families across Children's Services and the Hub.
- Lead the development and implementation of inclusive, strengths-based, and family-centred therapy programs within naturalistic, play-based settings.
- Deliver individual and group therapy sessions for children aged 0 to 9, including keyworker approaches and outreach to community locations within the service radius.
- Design, facilitate, and evaluate parent capacity building initiatives, practice and pedagogy sessions, and community programs.
- Ensure services are delivered in accordance with professional standards, codes of conduct, and organisational policies.
- Facilitate Transdisciplinary practice across the allied health team.
- Support the Allied Health team to meet performance expectations
- Facilitate student and volunteer placements and events.

## **2. Clinical Supervision & Team Development**

- Provide structured individual and group clinical supervision to therapists, supporting reflective practice, clinical reasoning, ethical decision-making, and skill development.
- Monitor and support professional development of the discipline, including CPD planning, supervision plans, and performance feedback.
- Facilitate peer learning, case discussions, and team-based problem-solving.
- Promote a culture of safety, wellbeing, and continuous improvement aligned with organisational values.
- Advice to Management.

## **3. Integrated Practice & Response to Intervention (RTI)**

- Collaborate with Head of Therapy and Community Programs, Head of Children's Services, Centre Directors, and Child and Family Practitioner to plan, monitor, evaluate and enhance RTI offerings.
- Provide professional judgement and advice during intake and referral processes.
- Contribute to the design and implementation of integrated and therapeutic groups across program areas.
- Plan, administer, and support the implementation of developmental screening to ensure consistent, high-quality early identification practices.
- Support the development of Individual Family Support Plans (IFSPs) in partnership with families and integrated team staff.
- Coach and build capacity of team members to embed Best Practices in Early Intervention.

## **4. Quality, Compliance & Evaluation**

- Maintain accurate, up-to-date documentation for all children and families in accordance with organisational and sector standards.
- Contribute to service evaluation, outcome measurement, internal audits, and quality improvement initiatives.
- Assist in the development of policies, procedures, and funding applications or acquittals as required.
- Support data collection and analysis to demonstrate the impact of service delivery.

## **5. Stakeholder Engagement & Representation**

- Build and maintain positive relationships with families, community partners, and referring agencies.
- Collaborate with internal teams and external stakeholders to ensure positive outcomes for children and families.
- Represent the organisation in professional networks, sector forums, and university partnerships, including student placements, supporting volunteers and research initiatives.
- Attend parent, community, and staff meetings/events to support service visibility and engagement.

## **Compliance and Organisational Requirements**

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

- National law and regulations
- Work Health and Safety legislation
- National Quality Standards (NQS)
- Early Years Learning Framework (EYLF)
- Registration requirements for Speech Pathology Australia (SPA)
- NDIS Practice guidelines and NDIS code of Conduct
- Child Protection Legislation
- Legislation (federal, state and territory laws)
- Best Practice in Early Childhood Intervention Guidelines
- Industrial instruments
- Common law
- 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 Head of Therapy and Community Programs and/or the Chief Executive Officer.
- Promote The Infants' Home and liaise with appropriate community networks to support the community and services.
- Facilitate 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.
- Active AHPRA (Australian Health Practitioner Regulation Agency) registration as an Occupational Therapist.
- Experience in providing therapy to children 0 to 9 years old for at least 2 years.
- Current NSW Drivers Licence (Class C), and use of own insured vehicle.
- Current NDIS Worker Check.
- Experience working within Early Childhood Education and Care Services.
- Sound knowledge in the provision of Speech Pathology/Occupational Therapy with children and families, including understanding of keyworker approaches.
- Demonstrated commitment to evidence-based practice and continuing professional development.
- Demonstrated knowledge of current best practise in early childhood development, wellbeing, family centred practice and early intervention.
- Knowledge and understanding of Child Protection Legislation and related 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.
- Capacity to critically reflect on practice and examine options.
- Awareness of Equal Employment Opportunity and WHS issues.
- Experience with children and families at risk, and knowledge and experience of trauma-responsive practice.
- Experience working within an interdisciplinary and/or transdisciplinary model of service delivery.

- Experience in working in a consultative framework.
- Experience working in an early childhood setting providing early intervention services to children and families.
- Experience working with neurodiverse children and families. *(desirable)*
- Knowledge of the Early Years Learning Framework (EYLF) and how it informs educational programs for children. *(desirable)*
- Knowledge and experience in working with children and families who receive National Disability Insurance Scheme (NDIS) funding.
- Knowledge of Response to Intervention frameworks that support integrated health and education practices. *(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

\_\_\_\_\_  
Date