



## **Early Childhood Intervention Key Worker (Speech Pathologist and Occupational Therapist)**

### **Position Description and Selection Criteria**

#### **Position Objective:**

The provision of high-quality early childhood intervention services (ECIS) to children and families funded through the National Disability Insurance Scheme (NDIS) and based on the principles of a key worker model. The key worker role requires the ECIS Key Worker to provide support, information and resources to families, to act as a consultant to children's services and other professionals and to provide direct service within and outside the practitioner's own discipline. The role is underpinned by a strong philosophical base which includes the following underlying principles:

- family centred practice
- the use of everyday learning environments and family routines
- a strength based, capacity building approach
- recognition of diversity
- parents as experts on their child and advocates for their child
- children's rights to education, social inclusion and quality of life
- families' rights to self-respect and access to community activities

#### **Key Responsibilities of the Key Worker:**

- To plan, develop, coordinate and implement a developmentally appropriate intervention in response to goals and priorities identified in partnership with the child's family.
- To work collaboratively with other ECIS practitioners including allied health assistants and other service providers, to deliver a streamlined and joined up service.
- To work collaboratively within a small team and attend meetings as required.
- To liaise closely and effectively with the Team Leader and Centre Manager in all relevant matters pertaining to their role and the operation of the LEAP Centre.
- Develop a working knowledge of services available to support families in the local community.
- To develop and maintain partnerships with all stake holders including referrers, parents, early childhood education and care providers, other ECIS providers and other family services.
- To effectively manage own time and prioritise competing demands.
- To positively represent the LEAP Centre in the broader service system.
- To engage in appropriate learning opportunities including reflective practice, collaborative problem solving, team and individual supervision and periodic performance review processes.

- To ensure that all components of the practitioner's role are delivered in accordance with the LEAP Centre's values, code of conduct, service philosophy and policies and procedures.
- To work within the framework of the NDIS Quality and Safeguard Commission.
- To supervise staff, students and volunteers as required.

### **Specific Responsibilities relating to working with Allied Health Assistants-AHA**

Allied Health Professionals delegating tasks to an AHA need to ensure that they:

- Are responsible for overall client / family service planning and delivery, while the delivery of care and treatment can involve a variety of appropriately skilled members of the team
- Have a clear understanding of the AHA's role
- Have a good understanding of the AHA's knowledge and skill level
- Analyse clinical practice to identify tasks that do not require clinical judgement, assessment, diagnosis, care planning or evaluation (for example, information gathering and monitoring of interventions) and that could be completed by an appropriately trained and supported AHA
- Provide support to the AHA in undertaking their role and where necessary, demonstrate how to do specific tasks associated with their role
- Establish with the AHA collaborative ways of working together to support good communication and high-quality care for clients
- Delegate tasks appropriately and provide appropriate levels of supervision to support the AHA

### **Qualifications:**

Early childhood Teachers, Speech Pathologists, Occupational Therapists, Physiotherapists, Social Workers, Psychologists, or any other relevant tertiary qualified field.

### **Role Boundaries:**

The role does not encompass interventions which may be outside the professional expertise of the early childhood intervention practitioner such as mental health interventions, financial counselling, family violence or child abuse. Assistance with these issues will be sought from an appropriate agency. Similarly, the ECIS practitioner does not fulfil the role of an emergency contact.

### **Selection Criteria**

1. Commitment to neuro-affirming practices; family centred and strengths based practices
2. Ability to work in a collaborative transdisciplinary team
3. Exceptional time management skills

### **Essential Criteria:**

1. Relevant professional body registration
2. Current Professional Indemnity Insurance
3. Full driver's licence

4. Ability to pass NSW and VIC WWCC
5. Ability to pass NDIS Screening Check

**Responsible to: The Allied Health Team Leader and The Centre Manager**