



# Position Description

Position Identification			
<b>Position Title:</b>	Key worker – Paediatric Occ Therapist		
<b>Direct Reports</b>	Not applicable	<b>Indirect Reports:</b>	Not applicable
<b>HRIS Position Number:</b>		<b>Effective Date:</b>	May, 2019
<b>Location:</b>	Preston or other Merri Site as required		
<b>Scope of Practice:</b>	Not Applicable		
<b>Delegation of Authority:</b>	Refer to Delegation of Authority Policy		
<b>Agreement/Classification</b> *For HR use only	Victorian Stand Alone Community Health Centres, Health professionals Multi-Employer Agreement <ul style="list-style-type: none"> <li>Occupational Therapist, Grade 2</li> </ul>		
Organisational Context			
<b>Divisional:</b>	Healthy Communities		
<b>Program:</b>	NDIS Services	<b>Unit:MerriKids</b>	
<b>Organisational Chart</b>	<pre> graph TD     GM[General Manager Healthy Communities] --&gt; M[Manager, NDIS Services]     M --&gt; TL[Team Leader MerriKids]     TL --&gt; SP[Speech Pathologist]     TL --&gt; OT[Occupational Therapist]     TL --&gt; PT[Physiotherapist]     TL --&gt; ECT[Early Childhood Teacher]     TL --&gt; PA[Program Assistant]           </pre>		
Position Summary			
<p>The Key Worker position sits within MerriKids Early Childhood Intervention (ECI) service. The service supports children with a disability or developmental delay, from birth to school entry, and their families. The aim of the ECI service is to provide parents and families with the knowledge, skills and support to meet the needs of their child and to optimise the child’s development and ability to participate in family and community life.</p> <p>The Key Worker provides family centred interventions within a transdiscip-linary team which includes Speech Pathologists, Occupational Therapists, an Early Childhood Specialist teacher and a Physiotherapist. We operate under both DET block funded services and NDIS Service delivery models and services are offered in both home and in community settings.</p>			
Position Accountabilities			
<b>Responsibilities</b>	<b>Key Accountabilities</b> <ul style="list-style-type: none"> <li>Within a transdisciplinary team provide child-focused, family-centred and strength-based services in a manner that respects the confidentiality /privacy of the family</li> <li>Provide high quality evidence informed children’s services to all clients in line with the recommendations of the ECIS Sector Reform</li> <li>Collaborative planning and service delivery within the ECI team to meet</li> </ul>		



# Position Description

	<p>the needs of all children receiving service including writing letters, preparation of reports, referrals to other professionals for opinion/management, participation in case conferences and secondary consultations</p> <ul style="list-style-type: none"><li>• Liaison with relevant external agencies, such as kindergartens, child carers and government agencies</li><li>• Participation in health education and health promotion relevant to the service</li><li>• Attendance at MerriKids team meetings and other meetings as required</li><li>• Participation in relevant networks and forums and establishment/maintenance of links with key external agencies</li><li>• Ensure that program development and service delivery reflect the cultural and social diversity of the local community</li><li>• Identify family goals, strengths, resource needs</li><li>• Develop, implement, monitor Family Support and Service Plans</li><li>• Support the family through key transitions</li><li>• Consultation to build capacity of community service providers to support participation in inclusive settings</li></ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"><li>• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.</li><li>• Undertake any reasonable additional tasks as directed by Merri Health.</li><li>• Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</li><li>• Practice complies with professional registration, national code for health care workers and delegated scope of practice.</li></ul>
<p><b>Safety and Risk</b></p>	<p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"><li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks.</li></ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"><li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li><li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li><li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li><li>• May be required to occasionally lift and carry items weighing up to 10kgs</li></ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"><li>• Be proactive in risk identification, notification and management.</li><li>• Comply with Merri Health's policies and procedures</li><li>• Participate in quality improvement activities and engage clients in these activities when relevant.</li></ul> <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse</i></p>



# Position Description

	<i>backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the GLBTIQ community and those living with a disability to join our workforce.</i>
<b>Capabilities</b>	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health's Capability Matrix.
<b>Key Selection Criteria</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification, degree or equivalent in specified area of expertise ( Occupational Therapy ).</li> <li>• Extensive experience in providing therapy services to children</li> <li>• Knowledge and understanding of NDIS as it relates to Early Childhood Intervention Services.</li> <li>• Ability to develop, implement and evaluate best practice early childhood intervention and therapy programs</li> <li>• Experience in working in an early childhood intervention service using family centred practice and a key worker model</li> <li>• Experience and/or understanding of working in a trans-disciplinary team environment</li> <li>• Demonstrated understanding of child focused and family centred services. Experience in providing supervision to students</li> <li>• Highly developed interpersonal, oral and written communication, including computer literacy.</li> <li>• Demonstrated understanding of the needs, issues and sensitivities of people from culturally and linguistically diverse backgrounds.</li> <li>• Demonstrated knowledge of and commitment to Merri values and philosophy, and capacity to engage in the enhancement of Merri Health culture in meeting organisational objectives</li> <li>• Proven track record in creating efficiency and meeting targets</li> <li>• Ability to work in a dynamic and evolving team focused on achieving optimal client outcome while meeting clinical targets set for the adult therapy team</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Post graduate training / qualifications in paediatrics</li> <li>• Experience working with children with additional needs, autism and sensory processing dysfunction.</li> <li>• Fluency in a second language.</li> <li>• Working in a changing dynamic environment</li> </ul>
<b>Checks, Licences and Registration</b>	<ul style="list-style-type: none"> <li>• National Police check</li> <li>• Current Working with Children check</li> <li>• Current full or probationary Drivers Licence</li> <li>• Professional registration with AHPRA</li> <li>• Eligibility for membership of OT Australia</li> <li>• Disability Worker Exclusion Scheme (DWES)</li> </ul>