

Position Description

Position Title:	Early Supports – Allied Health Lead
Division:	Early Childhood Approach
Reporting To:	Early Supports Manager
Direct Reports:	Nil

ABOUT NORTHCOTT:

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW, QLD, and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,600 staff and provide empowering, personalised services to over 13,500 people with disability, their families and carers each year.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who will optimise and maximise support and services for every customer.

Our experience and expertise gives confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice and opportunity so they can live their life, as they choose, in their own way.

Our Values

Our values have always been a significant part of our service to customers and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity

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KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

The NDIS Partners in the Community Program (PITC) supports the National Disability Insurance Scheme (NDIS) to be implemented at a local level.

As a partner of the NDIA, Northcott will deliver the NDIS Early Childhood Approach to local communities in Northern NSW, Mid North Coast, Hunter New England, North Sydney and Western Sydney.

The approach supports the Early Childhood activities that will improve independence and social participation of children with disability, developmental delay or developmental concerns aged 0-9 years.

The early supports team provide therapy services that aim to build family capacity in the child's natural environments. Therapy services may be provided in individual or group settings and utilize coaching models to upskill parents and caregivers to support their child's developmental needs.

KEY OBJECTIVE OF THE POSITION:

- Provide timely, evidence based and person centered therapy services to families and children with developmental concerns in individual and group settings.
- Work with a pediatric caseload to achieve the best outcomes for families and their children.
- Ensure children and families are supported using a child and family centered approach to shape the most effective supports they require, based on detailed consideration of the evidence and best practice in early childhood.
- Support families to establish short-term therapy goals that work toward improved participation in every day routines.
- Work with families to determine the supports and connections they require to achieve their individualized goals within a timeframe of 3-6 months.
- Mentor and support a multi-disciplinary team of EC Coordinators to deliver best practice Early Childhood therapy that will enable children and families to achieve improved independence, social participation, and quality of life.
- Provide referrals and linkages to community and mainstream supports that will build social engagement and support families of children with disability, developmental delay, or developmental concerns.

PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- A strong understanding of typical childhood development and the impact of disability and developmental delay on a child and their family.
- Knowledge and understanding of evidence based best practice models in Early Childhood.
- Ability to liaise with a multidisciplinary team and draw on clinical knowledge & reasoning to work within a key worker framework.
- Ability to translate professional specialist advice into practical strategies and routines for families, using a play-based approach.
- Demonstrated experience providing clinical mentoring and support to staff.
- Strong communication and interpersonal skills.
- Experience supporting children and families using a family centered and capacity building approach.

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- Ability to remain objective and impartial when providing support and guidance.
- Excellent verbal and written communication skills including report writing.
- High level organisational, efficiency and time management skills.
- Proficient computer skills.
- Appreciation and acceptance of diversity for wellness, understanding the importance of implementing a tailored and personalised approach to children and their families.
- Knowledge of the NDIS desirable.
- Experience working within a key worker model desirable.
- Knowledge of the Disability Services Act & Standards.
- Knowledge of the Child Protection Legislation and the principles of Keep Them Safe.

ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

- Successfully obtained tertiary qualifications in Speech Pathology or Occupational Therapy.
- Current registration as a Certified Practicing Speech Pathologist with SPA or registration with AHPRA.
- Minimum 3 years experience working within discipline with children and families.
- Demonstrated ability to contribute discipline specific knowledge in a multi-disciplinary team around the child.
- Demonstrated experience supporting and implementing family centered therapy with a strengths-based approach.
- Experience in utilizing reflective practice, clinical experience and literature regarding best practice to inform clinical service delivery.
- Valid NDIS Worker Screening and Working with Children Checks.
- Current Drivers' License. (Please note reasonable adjustments will be made where applicable).
- Fully vaccinated in accordance with current Northcott & NSW Health Regulations & requirements.
- Successful police check.

DELEGATION LEVEL

- NIL

CORE COMPETENCIES OF THE ROLE

Customer Focus / External Contact

- Supports the development and delivery of best practice therapy to Early Childhood customers in both individual and group settings.
- Develops positive and trusting relationships with children and families.
- Demonstrates specialized clinical knowledge and reasoning to support the provision of quality service to early childhood customers.
- Ability to deliver therapy utilizing a key worker framework.
- Responds to work assignments and customer driven tasks within the stated timeframe and in a courteous manner.
- Seeks to build the capacity of families and the community to work confidently and effectively with children with disability to meet each individual child's developmental needs.

Relationship Building

- Initiates, develops and maintains good working relationships with employees within the early childhood program.

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- Builds and maintains a strong relationship with Northcott management to enable clear communication pathways.
- Maintains both a mainstream and disability support service network of contacts that can provide information, help and access to families.
- Draws on clinical experience & specialization to support a multidisciplinary team.
- Collaborates with peers & multidisciplinary teams to provide best practice supports to children and families.
- Collaborates with peers to achieve organisational and NDIS performance measures.

Problem Solving

- Proactively suggest new ideas and different ways to improve work practices.
- Flexibility in approach to achieve the performance measures of the EC program.
- Makes effective use of time and facilities.
- Meets deadlines as timeframes of the program and as agreed upon with families.
- Prioritises duties/responsibilities in a manner consistent with service and organisational objectives.
- Effectively manages tasks including follow-up.

Leadership

- Provide formal mentoring & clinical support to a team of key workers, contributing discipline specific knowledge to ensure wholistic therapy for children & families.
- Demonstrates a commitment to the vision and values of Northcott and the NDIA EC approach.
- Serves as a positive role model and provider of exceptional customer service.
- Drives continuous improvement toward meeting performance measures in the EC program.
- Suggests new processes or improvements.
- Generates workable solutions to problems.

Professionalism

- Displays a professional attitude with regards to both oral and written communication, and dress attire.
- Works within professional & ethical standards.
- Demonstrates effective time management skills.
- Shows positive attitude.
- Maintains regular attendance.
- Meets productivity standards.
- Interacts as an effective team member.
- Demonstrates willingness to reflect, learn and grow in their professional context.

Job Knowledge

- Ability to effectively learn new job skills and can put them into practice either independently or with supervision.
- Aware of general issues related to the position.
- Demonstrates specialized knowledge required to provide a best practice & quality service.
- Effectively learns new job skills.

DUTIES

The typical duties of this position include:

1. Working with a pediatric caseload of children aged 0-9 and their families to achieve the best possible outcomes through short term therapy.
2. Lead training, support and clinical supervision to a multi-disciplinary team delivering a key worker approach to children with developmental concerns and delays.
3. Engage with families to gather information through methods that align with National Best Practice Guidelines for Early Childhood Intervention to complete a family centered plan.
4. Support families to establish meaningful goals & aspirations for their child and family and track progression toward goals using outcome measurement tools.
5. Lead the delivery of workshops and groups to provide families and external stakeholders with information to support children with developmental delays or concerns.
6. Assess and review the progress of the child and family against originally defined goals.
7. Provide recommendations based on clinical knowledge, professional judgement and information gathered that are most appropriate to the improvement of the child's development and social participation.
8. Share discipline specific knowledge and support in alignment with the transdisciplinary approach.
9. Implement group therapy programs in line with evidence based and best practice early childhood models.
10. Develops and coordinates quality improvement initiatives in team / discipline informed by best practice standards.
11. Perform and review functional assessments on children including the PEDI-CAT & ASQ-3.
12. Attend, present and participate in internal and external professional development activities.
13. Establish and maintain effective relationships with local and regional stakeholders, including Early Childhood Education settings, mainstream and community services providing information and support to children with disability and developmental delay.
14. Adhere to the strict response timeframes as required in the PITC EC Statement of Requirements, Standard Operating Procedures and Grant Agreement.
15. Be aware of, demonstrate a commitment to and actively work toward the performance measures of the EC program outcomes as stated in the NDIS Outcomes Assurance Framework and PITC EC Statement of Requirements.
16. Ensure that record keeping, data entry & achievement of KPIs is consistent & timely.
17. Work within a strengths based, family centered approach that provides support families to build capacity, problem solve and resolve issues as identified.
18. Be aware of and sensitive to the needs of children, families and communities from Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse backgrounds.
19. Work within the framework of the, Best Practice Guidelines in Early Intervention, NSW Disability Inclusion Act, National Disability Standards, Privacy Legislation, NDIS Act 2013, NDIS Operational Guidelines and other relevant legislation.
20. Adhere to Northcott policies and procedures, in particular, the Code of Conduct and Ethics
21. Comply with, report on and actively participate in Northcott's Safety & Injury Management Procedures and Northcott's WH&S Procedures
22. Assist in maintaining Northcott's premises, vehicles and equipment and discuss any issues with Manager.
23. Actively participate in Supervision aligning with supervision policies & procedures.
24. Demonstrate willingness to participate in Team Meetings and promote a culture of knowledge sharing amongst peers.
25. Other duties as required by management.

This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.

NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

Please forward a signed copy to Human Resources.