

The purpose of this position

The **purpose** of the position is to work as a member of a multi-disciplinary team to work with parents and/or carers, children with a disability and/or developmental delay, and a broader team. In collaboration, you will determine the appropriate early intervention pathway that will support families to help children develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life.

About the position

- This position is within Child & Family. It is part of the Early Childhood Approach program.
- This position **reports to** the Team Leader.
- ☐ Reporting line may vary depending on location and service size
- ☒ This position does not have any direct reports ☐ This position may have direct reports, positions vary
- ☐ This position has the following direct reports:
- The position is designated Band 7 under the ***Schedule of Authorities and Delegations***.
- The position is a: ☐ Budget holder ☐ Has designated revenue or billing targets.
- ☒ This position requires a working with children related clearance.
- The position is a Individual Contributor level of the Capability Framework.

Key areas of responsibility

- Work with children with a disability and/ or developmental delay, and their families, as part of a multi-disciplinary service model. You may work with individuals or multiple stakeholders relating to the individual and/or family and will carry a caseload of designated clients.
- Engage with children and families in the child's natural setting, e.g. visiting the family home or preferred location, completing case notes "on the go" using a tablet or laptop.
- Work in a family-centred way, ensuring the voice of the child is incorporated into an assessment where possible.
- Offer options/choices to the family, and ensure decision-making is led by the family, acknowledging parents are the "experts" in their own child's lives.
- Extract and synthesize key information about the practical/daily functional impacts of the child's disability or delay and write plans incorporating information from clinicians and other medical practitioners that outline a case/rationale for why the NDIS should approve funding for interventions/ therapy/ supports for that child.
- Develop good knowledge of internal and external referral pathways e.g. Family and Child Connect, as well as softer entry options and options such as local health services.
- Work with families to develop positive parent/child relationships through role modelling, education, and practical support.
- Support Child & Family Practitioners, Teachers, Educators and other stakeholders to incorporate interventions associated with child development into individual client plans and in group settings.
- Work from a strengths-based perspective to assist clients to meet their identified needs.

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- Assist clients to engage with mainstream universal and community services directly, as appropriate.
- Maintain partnerships with local stakeholders and external allied health providers.
- Plan, develop and facilitate or co-facilitate groups and workshops for clients and other stakeholders internal and external to the organisation relating to specialisation. For example, supported playgroups, parenting programs, child development screening.
- Work with the Manager, Practice Support, Workplace Trainers and Senior Practitioners to build capability across the team.
- Advise the Team Leader/Manager of any significant changes or concerns regarding the client, their home environment, wellbeing, their services, or other risks, as soon as possible.
- Make child protection reports in line with reporting requirements, when assessed as necessary, in consultation with the Team Leader or Manager.
- Document and create reports on client services using technology and paper-based systems in a clear, logical, understandable and timely way.

Capability Framework

The Capability Framework defines the essential knowledge, skills, behaviours and attributes individuals need to success in their roles. It provides the organisation with a shared language and clear expectations across all levels of the organisation. The Capability Framework can be accessed [here](#) **internal document only**.

Key outcomes

When things are going well, we would expect to see these outcomes:

- Children and families are accessing the supports they require, whether that be through the NDIS, or an alternative pathway.
- The way we work with clients is planned, coordinated, and well documented.
- The most effective outcome for the client is identified.
- Families indicate they are satisfied with their service.
- Improved outcomes for children and families are identified as an outcome of service delivery.

Key Capabilities

- Diploma or degree qualified in early childhood education, social work, psychology or area of specialisation.
- Sound knowledge of child development and milestones, and a sound understanding of the impact of disabilities or developmental delays on daily functioning.
- At least 12 months experience working with children and/or families in a relevant context, including experience developing individual or group intervention plans.
- Experience working within an ecological model to promote child development and attachment.
- Understanding of child protection issues and client vulnerabilities such as drug and alcohol use, domestic violence, mental health issues, and the impact of trauma and the effect on child behaviour and development.
- Demonstrated group work skills with parents, children and/or other professionals.

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- Demonstrated experience of strengths-based approaches to working with families, effective parenting and behaviour management techniques.
- Knowledge of, and a commitment to, early intervention as a strategy to optimise child outcomes.
- Experience delivering evidence-based programs and services to optimise child development, health and learning.
- Understanding of the needs of diverse communities such as Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD), and gay, lesbian, bisexual, transgender and intersex (LGBTI) communities
- Excellent written and verbal communication skills.
- Good relationship building skills with the ability to create strong working relationships with different stakeholders.
- Ability to work flexible hours as evening and occasional weekend work will be required.

People who know this position say that

People who know this position say the things that might make your day are:

- Helping children and families access the supports they require to help children develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life.
- Working with the team to get a comprehensive view and reach better outcomes.
- Reflecting on positive feedback when suggestions have been helpful.
- Giving back to the profession through communities of practice.
- Being able to positively influence an approach and thus the outcome.

People who know this position say some key challenges you might experience are:

- Frameworks for assessment don't always exist – sometimes practical applications of knowledge/frameworks need to be developed.
- The potentially serious consequences of advice and its impact on children and families.
- Ensuring self-care to prevent burn out.
- Managing aggressive and/or abusive responses from stakeholders.
- Ability to say no when there is a concern workload may affect capacity to make safe decisions.
- Managing time to complete documentation and complete all the requirements of the role.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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| ☐ Overnight travel/stays. | ☒ Weekend work. |
| ☒ Travel between office locations/regions. | ☒ Evening work. |
| ☒ Travel to clients (varied locations). | ☒ Special event support. |
| ☒ Use of own registered, insured (comprehensive) motor vehicle. | |
| ☒ Use of TBS pool cars. | |

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Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Team Leaders and Managers
- Child & Family Practitioners
- Senior Practitioners
- Support Workers, Educators
- Practice Leader

Outside The Benevolent Society:

- Clients
- Foster carers/Kinship carers
- Parents and Guardians
- Child Safety Officers
- Local schools
- Allied health practitioners
- Local mainstream service providers for children