



## Koorana Child and Family Services - Position Description

**Position Title:** Senior Occupational Therapist

**Reporting Relationship:** Service Manager- Early Intervention Support and Disability

### 1. Position Purpose

Koorana works with all children, and is committed to delivering quality children's services through the provision of early childhood education, intervention and family support in ways that acknowledge and respect all individuals. Services are provided across the Inner West and South West areas of Sydney, and surrounding suburbs.

The Senior Occupational Therapist leads a multi-disciplinary team consisting of specialist teachers, speech pathologists, occupational therapists and physiotherapists, using the enhanced key worker model to support the therapeutic and intervention needs of children enrolled in a variety of settings.

### 2. Organisational context of the position

Koorana's management structure positions the organisation for ongoing growth and development. The Board of Management is responsible for governance and is legally responsible for Koorana's outputs. The Chief Executive Officer (CEO) is employed to manage the strategic directions of the organisation and to broadly oversee the efficiency of the organisation's major functions. The General Manager Client Services supports the CEO by leading all of Koorana's service delivery, supported by Service Managers.

The CEO, General Manager Client Services and General Manager Corporate Services form the Executive Management Team.

Koorana values self determination, access and equity, mutual respect, collaboration, and ethics & integrity. Our practice is driven by family centred principles, evidence based best practice, fostering natural community inclusion, quality management, and the key worker model.

Koorana is committed to delivering family-centred services that

- respect, support and enhance the vital role the family plays in their child's life and development
- recognise the ways in which a child's abilities, disability, developmental delay or challenging behaviour can impact on all family members.

Koorana's services are designed to ensure that families are well informed, have choices, and are supported in their decisions.

### 3. Position Responsibilities

#### 3.1 Guide and drive the development and delivery of high quality, individualised education and therapeutic intervention programs in partnership with families, using an enhanced key worker model of practice.

- Lead and support the team in their delivery of intervention through the enhanced key worker model
- Participate in Koorana's early intervention intake and allocation processes
- Support each family through the IFSP (Individual Service Plan) process from entry to exit
- Contribute to each child's IEP (Individual Education Program) to ensure the inclusion of intervention outcomes
- Contribute to curriculum decision making to reflect each child's learning and development

outcomes in relation to their identity, connection with community, well-being, confidence as learners and effectiveness as communicators

- Collaboratively within the team, set intervention objectives for each child in consultation with families
- Provide support and coaching to early childhood centre, school and other community setting staff to assist them to deliver a program that incorporates opportunities for children to participate naturally with their typically developing peers
- Support team members professional practice and service delivery by guiding the team's ongoing critical reflection on children's learning and development
- Foster a team approach to regular evaluation of the effectiveness of the individual and group programs with regard to current best practice, research, and children's goals
- Maintain effective communication with staff to support the successful delivery of intervention outcomes for children and their families
- Ensure that all intervention specific arrangements for transitions into other settings are planned for and managed successfully
- Foster strong partnerships with families and ensure effective communication, using interpreters if required
- Ensure members of the team model respectful and warm interactions with children, families, and with each other
- Provide specific information and resources to families that will assist them to support their child's intervention needs
- Establish and maintain professional liaison with other agencies to contribute to coordinated support for children and families
- Ensure all aspects of the services and programs embrace and adhere to Koorana's values, Code of Conduct, and operational Policy & Procedures, Health & Safety (WHS) Act & Regulation (2011), Children and Young Persons (Care and Protection) Act 1998, and Keep them Safe protocols, and the Early Childhood Australia Code of Ethics.

### **3.2 Provide a quality communication program**

- Apply evidence based practice to develop, implement, and evaluate the individual goals of children within a trans-disciplinary model
- Complete assessments and reviews of individual children as required
- Family centred programming in line with Koorana's Professional Code of Conduct, treating families and children with dignity and respect to culture and beliefs
- Work collaboratively with Koorana staff to set specific objectives and implement viable strategies for achieving the objectives.

### **3.3 Effective and timely completion of administrative tasks**

- Develop an effective timetable for the delivery of services
- Timely completion of all required documentation, provision of statistical data, reporting, and record keeping tasks
- Provide information and support in the annual budgeting process
- Keep an up to date record of each child's individual program including long term goals, specific objectives, progress notes and evaluations
- Document all assessments and reviews
- Ensure documentation is appropriately filed and parents/carers receive copies in line with organisational procedure.

### **3.4 Professional responsibilities, advocacy and representation**

- Adherence to operational guidelines for service delivery as outlined in the organisation's policy and procedure documents
- Promote the services of Koorana through a range of communication strategies

- Represent or attend relevant external meetings, including interagency networks, and community forums where appropriate
- Participate and/or present on behalf of Koorana at conferences, workshops etc. as required
- Initiate contact and regularly liaise with other relevant professionals and organisations in a collaborative and consultative manner
- Take responsibility for direct student supervision or alternatively, participate in the student supervision process as required
- Maintain a clinical perspective, and keep abreast of current research and trends continued
- Contribute to and /or participate in relevant research conducted either by Koorana or an approved outside party when required
- Employ current best practice and research based principles into work performance.

#### **4. Key Selection Criteria**

##### **Qualifications**

- A recognised university degree in a relevant discipline
- Practicing membership of a relevant professional body

##### **Experience & Skills**

- Experience working with a paediatric caseload
- Practical experience in delivering therapy within natural learning environments e.g. home, educational and community based settings
- Experience in conducting a range of formal assessments and effective communication of assessment outcomes
- Knowledge of the principles of family-centred practice
- Experience in leading and supporting a multi disciplinary team
- Excellent communication and interpersonal skills
- Ability to interpret professional reports
- Demonstrated ability to take initiative, prioritise, plan ahead, anticipate risks and problem solve
- Demonstrated ability to work in a culturally diverse community
- Proficiency with Microsoft Office computer applications.

##### **Personal attributes**

- Respect for the philosophy and values held by Koorana
- Exceptionally well organised
- Current Driver's License
- Access to a comprehensively insured vehicle.

#### **5. Personal and Professional Development**

- Maintain membership of their appropriate relevant professional body.
- Attend internal/external training as appropriate
- Participate in a performance development & review process
- Participate in at least one unpaid, out of hour's community activity in each calendar year (e.g. AGM, local festivities etc.)

#### **6. Confidentiality**

All operations of Koorana Child and Family Services including client, program and administrative information is confidential and is not to be disclosed to any person at any time. This restriction on disclosure of confidential information continues to apply in the event of employment with Koorana ceasing.