

## Position Description

Specialist Teacher (Early Childhood Intervention Service)

<b>Award or EBA:</b>	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2021-2022
<b>Classification/Grade:</b>	Grade 2
<b>Directorate:</b>	Any site occupied by DPV Health Ltd
<b>Reports to:</b>	Child Youth and Family - Early Childhood Intervention Service Team Leader
<b>Direct Reports:</b>	Nil

Our vision is ensuring the health and wellbeing of our community.  
Our values are:



Integrity  
Inclusion  
Collaboration  
Excellence  
Innovation

## Role Description

The successful applicant will work within a family centred and strengths based framework to provide Key Worker and Specialist Education support to children from birth to 7 years. Working as a member of the transdisciplinary team, the incumbent learns from and supports all other team members, to best meet family's needs and priorities. The incumbent will assist, and support participants to achieve functional goals, enhance independence and increase access to the community as well as build the capacity of their carers/family. This position contributes to the success of DPV Health by operating as a Specialist Teacher within the ECIS team.

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## **Roles Key Accountabilities**

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### **Service Delivery**

- Provide a high quality evidence based service that is co-designed with the family, to meet the needs of the children and families in a manner which respects the rights and confidentiality of the child and their family
- Embrace innovation and responsiveness
- Provide services to children and families within the transdisciplinary practice model as a key worker/specialist teacher in the most appropriate locations/child's natural settings, e.g. home, playgroups, childcare, preschool, other community settings or centre based groups
- Work in partnership and collaboration with all those associated with the child/family to provide timely and developmentally appropriate services using the transdisciplinary key worker model. This includes the family, other DPV ECIS staff and external e.g., schools, kinder, hospital services.

### **Reporting, System and Analytics**

- Help to develop, implement, and evaluate the effectiveness of paediatric special education programs in partnership with other team members
- Support business development opportunities in ECIS
- Regularly participate in designated meetings
- Maintain timely and accurate statistical input into relevant customer management databases
- Provide reports to the Team Leader/Manager as requested
- Actively use and promote the use of DPV Health systems such as TRAK, Carelink, MyBookings, ELMO and others

### **Financials, Budgets, Target, Funding**

- Consistently meet the ECIS billable hours target as part of caseload
- Ensure client billing record is accurate and up to date

### **Culture, Engagement, Diversity – People Experience**

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions, and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment, and inappropriate conduct

### **Health and Safety**

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

## **Risk Management and Compliance – Quality and Accreditation**

- Ensure documentation supports both quality and department standards
- Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation.

## **Clinical Expectations/Competencies**

- Clinicians and Clinical Supervisors are expected to retain (or where appropriate be eligible for) appropriate registration or the equivalent relevant to their profession
- Clinicians and Clinical Supervisors are expected to build and maintain effective relationships with clients to empower and support best practice client care
- Clinicians and Clinical Supervisors are expected to provide and/or support, the delivery of high-quality clinical care
- Clinicians and Clinical Supervisors are expected to commit to continuous improvement and seeking/acting on client feedback
- Clinicians and Clinical Supervisors are expected to keep abreast of recent evidence-based therapies and/or treatments/practices/guidelines/frameworks related to practice/support/supervision
- Clinicians and Clinical Supervisors are expected to keep abreast of current research and identify relevant opportunities for innovation & research.
- Clinicians and Clinical Supervisors are expected to support and maintain all accreditation standards relevant to the discipline and services provided.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

## **DPV Health Requirements**

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| • NDIS Worker Screening Check          | • Current, full registration with Victorian Institute of Teaching (VIT) |
| • Current Working with Childrens Check | • Satisfactory Police Check   |
| • Current Victorian Drivers Licence    | • Must be fully vaccinated (COVID)                                      |
| • Travel between sites is required     |   |

## **Authority**

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The occupant of this position has authority as per the delegation manual.

## Position Requirements

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### Qualifications

- Qualifications in Early Childhood Education (Bachelor or Masters coursework)
- Ability to work with children from 0-7 years old
- Demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes for a client
- Ability to demonstrate reliable interpersonal skills and to form meaningful relationships with children with developmental disabilities and their families, staff, colleagues, and staff employed in community early childhood settings

### Experience & Skills

- Growing experience or understanding of the relevant funding initiatives including NDIS and DET COS
- Growing knowledge of community support services
- Ability to work independently and seek opportunities to improve processes whilst adapting to a flexible and changing environment
- Ability to use initiative to recognise and initiate action in relation to a variety of issues and challenges
- Ability to uphold and respect confidentiality (integrity)
- Ability to manage time, resources, tasks and competing priorities
- Desirable: Well-developed clinical skills in early childhood education

### Service Delivery

- Knowledge of and commitment to the principles and practices of early childhood intervention – family centred practice and strength-based approaches
- Experience in planning, implementing, and evaluating innovative, evidence based, clinical services
- Desirable: Well-developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client
- Desirable: Experience working as a specialist teacher in a community setting including work with CALD, ATSI and clients with a disability
- Desirable: Experience conducting therapeutic and/or health education groups

### Communication and interpersonal approach

- Demonstrate a high level of initiative and sound judgement
- Excellent communication skills including an ability to work within an inter-professional framework
- Communicate with a diverse range of audiences in an informative, engaging, and persuasive manner
- Excellent written and verbal communication skills
- Sensitivity to issues related to the provision of services in a community of high cultural diversity
- Utilises interpersonal skills and tools to establish constructive rapport with clients from a variety of cultures, religions, and socio-economic circumstances
- Ability to present complex information in an easily understood and accessible format

### **Client Focussed**

- Ability to deliver results and meet/exceed client expectations
- Excel in developing, establishing, and sustaining interpersonal relationships
- Ability to build robust and meaningful client relationships
- Contributes to a culture where client outcomes guide decision making
- Ability to breakdown and understand client needs/goals
- Demonstrated responsiveness to client needs and input

### **Planning and Organisation**

- Ability to write clear, concise, and informative reports
- Desirable: Understanding and knowledge of the funding changes impacting the sector
- Analyse and present complex information in an easily understood and accessible format.
- Demonstrated ability to participate in a performance driven environment
- Ability to understand the client needs and deliver the required service considering costs and funding/revenue

### **Industry**

- Knowledge of NDIS framework
- Knowledge of community support services
- Knowledge of family centred and strengths-based practice principles
- Ability to work independently and respond to a changing work environment

### **Quality, process improvement and innovation**

- Uses initiative in identifying continuous quality improvement opportunities
- Capacity to make decisions, find solutions and escalate when required
- Commitment to maintaining a high standard of work

### **Self-motivated**

- Solution orientated
- Ability to work independently and meet agreed timelines

### **Extras depending on the role**

- Basic computer competency and eagerness to continue learning
- Travel between sites may be required including outreach work within the DPV Health catchment.

### **Employee Acknowledgement**

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

Signature \_\_\_\_\_ Date \_\_\_\_\_