

# Position Description

## Instruction for Managers

1. Give a copy of Position Description with letter of offer.
2. Copy signed Position Description for the Staff Member.
3. Update the Staff File Manager.
4. Place the signed copy on the staff file.

## Instruction for Staff

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This may change with the Business.
5. Keep the Manager informed if changes occur.

**Position Title** *Speech Pathologist/  
Occupational Therapist*

## MISSION STATEMENT / CORE BUSINESS STATEMENT

A community where people with disabilities and their families are able to achieve their goals and live the life they choose. Aspire works alongside people with disabilities and their families to achieve their goals and aspirations.

<b>Position Details</b>	
<b>Reporting to</b>	Team Leader Specialist Services
<b>Award</b>	Health Professionals and Support Services Award 2010
<b>Pay Level</b>	Market and Award related
<b>Employment Status</b>	Part Time to Full Time
<b>Liases with internally</b>	<ul style="list-style-type: none"> <li>• All Aspire Staff including Senior Executive team</li> </ul>
<b>Liases with externally</b>	<ul style="list-style-type: none"> <li>• Families and customers</li> <li>• Other Disability and Community Service Providers</li> <li>• Government agencies</li> <li>• Funding Bodies</li> </ul>
<b>Purpose of the Position</b>	<p>The Key Worker is a member of the Specialist Services team which provides services within a multi-disciplinary (Clinical Services) and transdisciplinary (Early Childhood Intervention) model to the customers, children - 12 years and under, and their families.</p> <p>Working across both the Early Childhood Intervention and the Clinical departments of Aspire, you will be undertaking assessment and planning for adults, children - 12 years and under with developmental delay or disability in a range of environments, including centre, home and community based, or as required by each family.</p>
<b>Selection Criteria</b>	
<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Relevant Tertiary qualification and relevant experience</li> <li>• Demonstrated experience in working with children and young people through to adults with a disability and their families</li> </ul>

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<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to provide high quality service and assessments within your professional discipline for children and young people and adults with a disability</li> <li>• Excellent written and verbal communication skills to foster a positive relationships</li> <li>• Current Drivers Licence</li> <li>• Membership to relevant governing/accreditation body</li> <li>• The ability to successfully complete a NSW and VIC Working with Children Check and Police Check.</li> <li>• The ability to successfully complete a Disability Exclusion Scheme Check.</li> </ul>						
<b>Behaviours Required</b>	<ol style="list-style-type: none"> <li>1. Problem solving skills</li> <li>2. Innovative and strategic thinking</li> <li>3. Applies a strengths-based approach</li> <li>4. High Attention to Detail</li> <li>5. Self-motivated and enthusiastic</li> <li>6. Honesty and Integrity</li> </ol>						
<b>Strategic Core Requirements</b>							
<b>Key Performance Indicators</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"><b>Leadership and teamwork</b></td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• May lead a team within the context of multiple, complex service offerings.</li> <li>• May supervise team members, coaching and building effective team work.</li> <li>• Effective team participant.</li> <li>• Provides guidance and information to less experienced staff within area.</li> <li>• Evaluates the work of others.</li> <li>• Working knowledge of relevant external relationships.</li> <li>• Maintains defined relationships under guidance and ensures they work efficiently</li> </ul> </td> </tr> <tr> <td style="padding: 5px;"><b>Communication</b></td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Has a flexible and adaptable communication technique that engenders positive engaging relationships and meets required outcomes.</li> <li>• Uses influencing skills.</li> <li>• Uses a broad network of contacts to resolve work issues.</li> <li>• Undertakes standard negotiations in respect to internal and external people to ensure processes and protocols are followed and work is appropriately handled.</li> </ul> </td> </tr> <tr> <td style="padding: 5px;"><b>Customer / Stakeholder Relationships</b></td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Uses thorough and advanced professional competence to support customers with problem solving and decision making about their needs and expectations.</li> <li>• Understands scope of service offerings and can negotiate within boundaries.</li> </ul> </td> </tr> </table>	<b>Leadership and teamwork</b>	<ul style="list-style-type: none"> <li>• May lead a team within the context of multiple, complex service offerings.</li> <li>• May supervise team members, coaching and building effective team work.</li> <li>• Effective team participant.</li> <li>• Provides guidance and information to less experienced staff within area.</li> <li>• Evaluates the work of others.</li> <li>• Working knowledge of relevant external relationships.</li> <li>• Maintains defined relationships under guidance and ensures they work efficiently</li> </ul>	<b>Communication</b>	<ul style="list-style-type: none"> <li>• Has a flexible and adaptable communication technique that engenders positive engaging relationships and meets required outcomes.</li> <li>• Uses influencing skills.</li> <li>• Uses a broad network of contacts to resolve work issues.</li> <li>• Undertakes standard negotiations in respect to internal and external people to ensure processes and protocols are followed and work is appropriately handled.</li> </ul>	<b>Customer / Stakeholder Relationships</b>	<ul style="list-style-type: none"> <li>• Uses thorough and advanced professional competence to support customers with problem solving and decision making about their needs and expectations.</li> <li>• Understands scope of service offerings and can negotiate within boundaries.</li> </ul>
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<b>Personal accountability</b>	<ul style="list-style-type: none"> <li>• Able to effectively deal with sensitive and serious matters, respecting diversity and confidentiality requirements.</li> <li>• Interacts with stakeholders.</li> <li>• Uses understanding of relationships and needs to recommend changes to approach.</li> </ul>
	<ul style="list-style-type: none"> <li>• Understands the intent and framework of relevant compliance legislation, quality standards, policies &amp; procedures relevant to the role, and where to find necessary information.</li> <li>• Addresses and mitigates risk.</li> <li>• Contributes to health, safety and wellbeing and to an effective workplace.</li> <li>• Understands the need to appropriately use financial and other resources.</li> <li>• Able to market and promote organisation service offerings and work with other agencies and stakeholders.</li> </ul>
	<ul style="list-style-type: none"> <li>• Exercises initiative and judgement, under guidance, to creatively improve service or product offerings.</li> <li>• Is adaptable and resourceful. Understands organisation processes and quality principles, and applies improvement methods.</li> <li>• Identifies and mitigates risks.</li> <li>• Resolves standard problems in designated area.</li> </ul>

### **Functional Requirements**

<b>Service delivery</b>	<ul style="list-style-type: none"> <li>• Delivers services using an in depth knowledge of several disability support areas.</li> <li>• Has an explicit knowledge of a number of direct assessment, therapy and intervention techniques and/or service coordination areas.</li> <li>• Has an understanding of health and wellbeing issues; collaborates with other disciplines.</li> <li>• Draws on a number of methodologies and techniques.</li> <li>• Deals with standard professional issues with relevant stakeholders.</li> <li>• Handles more complex matters.</li> <li>• Manages standard referral issues.</li> <li>• Undertakes and/or oversees fee for service work.</li> <li>• Models reflective practice.</li> <li>• Participates in and leads professional team meetings as necessary.</li> <li>• Participates in and supports the professional practice supervision process.</li> </ul>
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	<p><b>Workplace Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• Contribute to and maintain a positive safe workplace by</li> <li>• Maintain competencies in regards to emergency situations 100%.</li> <li>• Ensure that all reasonable steps are taken to protect personal safety at work 100% of the time.</li> <li>• Comply with any and all relevant PPE requirements</li> </ul>
	<p><b>Organisational Values</b></p>	<ul style="list-style-type: none"> <li>• <b>Respect for the individual</b> <ul style="list-style-type: none"> <li>➢ We acknowledge strengths and abilities of all people</li> <li>➢ We accept differences and diversity</li> <li>➢ We are non-judgemental</li> </ul> </li> <li>• <b>Understanding and responsiveness to individual needs</b> <ul style="list-style-type: none"> <li>➢ We listen to our clients, staff and the community</li> <li>➢ We take a person centred approach to our work</li> <li>➢ We are adaptive and flexible</li> </ul> </li> <li>• <b>Integrity and trust</b> <ul style="list-style-type: none"> <li>➢ We operate with transparency and are accountable for our decisions and actions</li> <li>➢ We uphold privacy and confidentiality</li> <li>➢ We follow through on our commitments</li> <li>➢ We maximise safety through policies and practice</li> </ul> </li> <li>• <b>Commitment to children and young people</b> <ul style="list-style-type: none"> <li>➢ We will ensure that children and young people's safety, best interests and rights are paramount in all of our decisions</li> <li>➢ We will care for all children and young people, in a way which they can grow safely and fulfil their potential</li> <li>➢ We value and listen to children and young people's views, respect what they say and promote their active participation in our organisation</li> <li>➢ Early Intervention is important to us and we will ensure the best possible developmental outcomes for children and their families</li> </ul> </li> <li>• <b>Innovation and flexibility</b> <ul style="list-style-type: none"> <li>➢ We are open to new ideas and creativity</li> <li>➢ We seek input from all stakeholders</li> <li>➢ We maintain awareness of trends and evidence based practice</li> </ul> </li> <li>• <b>Quality and professionalism</b> <ul style="list-style-type: none"> <li>➢ We put in place and implement systems to ensure the quality of our services and we foster continuous improvement</li> <li>➢ We undertake and respond to rigorous risk assessment</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>➤ We ensure staff have the skills and values to fulfil our mission</li> </ul>
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## For the Job

Position Responsibilities and Duties	Measurable Outcomes
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Contribute to developing individual family service plans for people with disabilities which are responsive to the individual needs of each person and their family.</li> <li>• Contribute to end of plan reports.</li> <li>• Design and implement group and individual programs for children with disabilities and developmental delays which are responsive to the individual needs of each child and their family.</li> <li>• Facilitate home and/or education setting visits to provide outreach support.</li> <li>• Establish effective and collaborative relationships with all customers, staff, parents, carers, volunteers and other service providers and relevant community members or organisations to ensure their participation in planning, decision making and reporting.</li> <li>• Maintain accurate records of customer/client progress.</li> <li>• Prepare assessments, observations and progress reports as required.</li> <li>• Contribute to the general management and behavioural support of children.</li> <li>• Provide training and information in areas related to the occupational therapy roles for staff, parents of children and other professionals and support staff in regard to children with disabilities, in particular autism spectrum disorders.</li> <li>• Participate in intake meetings and initial assessment procedures.</li> <li>• Work towards achieving billable targets</li> <li>• Operate within family-centred practices.</li> <li>• To perform other reasonable tasks that may arise due to changes in the position.</li> </ul>	<p><i>Design service based on objectives agreed by carers / family</i></p> <p><i>Work is completed within agreed timelines</i></p> <p><i>Incorporate into proposed service options:</i></p> <ul style="list-style-type: none"> <li>➤ <i>Relevant research and practice-based evidence</i></li> <li>➤ <i>Relevant philosophical and policy frameworks</i></li> <li>➤ <i>Communicate these clearly and simply to family/carer and other professionals</i></li> <li>➤ <i>Collaborate with the family/carer to formulate a plan</i></li> </ul> <p><i>Evidence of active engagement in professional development activities and relevant committees identified through supervision sessions</i></p> <p><i>Follows Aspire's code of conduct at all times</i></p>
<p><b>Compliance and Documentation</b></p> <ul style="list-style-type: none"> <li>• Prepare customer records including timely and effective file notes, support plans, reports and correspondence presented in a professional manner and within the Aspire requirements</li> <li>• Adhere to Aspire's work, health and safety policies and procedures including risk management by undertaking safety risk hazard assessments if required</li> <li>• Complete timely and accurate incident reports</li> </ul>	<p><i>Adhere to Aspire's policy, procedures and controlled documents.</i></p>

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Position Responsibilities and Duties	Measurable Outcomes
<ul style="list-style-type: none"> <li>• Maintain records to ensure quality assessment standards are maintained</li> <li>• Other documentation and report writing as required</li> </ul>	
<p><b>Commitment to Workplace Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Understand and practice according to the organisations mission, objectives, core values and strategies</li> <li>• Demonstrate through practice an understanding of all relevant external legislation and internal policies and procedures that relate to this position and the organisation</li> <li>• Demonstrate leadership, participate in and contribute to quality improvement programs and other organisational activities to meet relevant program and service standards</li> <li>• Participate in mandatory and other appropriate staff training and development programs</li> <li>• Work as part of a team</li> <li>• Assist to maintain a positive environment</li> <li>• Promote a positive image of the service to the general public</li> <li>• Dress appropriately for the type of work at hand and not be offensive to others</li> <li>• Comply to and work in accordance with the Aspire's Code of Conduct</li> <li>• Provide any constructive feedback to management when relevant and necessary</li> <li>• Perform any other reasonable tasks that may arise from time to time due to the changes in the position</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Compliance with the Code of Conduct and external legislation</i></li> <li>• <i>Effectively performs all necessary tasks</i></li> </ul>

I, \_\_\_\_\_ hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Aspire.

Name \_\_\_\_\_

Date \_\_\_\_\_

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