**POSITION DESCRIPTION**

## Position Title: Early Childhood Intervention Professional

**Position Purpose**
To provide Key Worker supports and therapy to young children and their families on your caseload.
To provide therapy and discipline-specific consultancies to other young children, families and their Key Workers.

<table>
<thead>
<tr>
<th>Division</th>
<th>West</th>
<th>Reports to:</th>
<th>Therapy Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Relationships</td>
<td>Therapists</td>
<td>Direct Reports</td>
<td>None</td>
</tr>
<tr>
<td>Delegation of Authority</td>
<td>Level 6</td>
<td>External Relationships</td>
<td>Kindergartens, child care services, schools, other Early Years Service providers, health providers</td>
</tr>
<tr>
<td>Employment Contract</td>
<td>Permanent Part Time or Full Time</td>
<td>Category</td>
<td>Therapy</td>
</tr>
<tr>
<td>Award</td>
<td></td>
<td></td>
<td>Scope Therapy Agreement 2016</td>
</tr>
</tbody>
</table>

### Scope’s Mission
Scope's mission is to enable each person we support to live as an empowered and equal citizen.

### Scope’s Vision
Scope will inspire and lead change to deliver best practice. We will:
- support and listen to each person and their family.
- provide leadership to influence strategy and policy.
- deliver person driven, flexible & responsive services to build a sustainable future.
- build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research.

We will deliver better outcomes.

### Scope Approach

- **see the person**
  - We listen to understand.
  - We see the potential.
  - We recognise how you do things and what you achieve.
  - We take personal responsibility.
  - We build excellent relationships with our clients and customers.
  - We understand the balance between risks and rights.

- **do it together**
  - We work together to achieve shared goals.
  - We build sustainable and ethical partnerships.
  - We support each other.
  - We communicate openly and honestly.
  - We share responsibility for safety.

- **do it right**
  - We lead in line with The Scope Approach.
  - We work together to achieve shared goals.
  - We build sustainable and ethical partnerships.
  - We understand risks and opportunities.
  - We are a financially sustainable organisation.
  - We own the consequences of our actions.
  - We take pride in the delivery of our mission.

- **do it better**
  - We develop creative solutions.
  - We review and continually improve.
  - We understand what is working and what is not.
  - We seek and respond to feedback.
  - We build capacity in all that we do.
  - We are a leader in safety.
## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Key Function</th>
<th>Key Accountabilities, Responsibilities &amp; Deliverables</th>
</tr>
</thead>
</table>
| **Service Provision**   | • Provide ECI Key Worker services and supports to families as part of a trans-disciplinary model of service  
• Plan, deliver and evaluate goal-directed therapy services to young children, their families and others. Services will be provided collaboratively with significant others to support the child’s development in a range of natural environments.  
• Ensure services meet quality service standards, and contract agreements.  
• Plan, implement and evaluate training and professional development programs for customers, staff, carers and significant others on specialist topics as required.  
• Ensure that positive and productive relationships exist between Scope and the local community.  
• Participate in regular professional development opportunities to keep up with current developments                                                                                                        |
| **Financial Outcome**   | • Provide services in a way that are financially sustainable and meet Scope procedures.  
• Engage in timely completion of Scope recording and documenting systems  
• Complete services and record data in a way that meets the needs of customers and funding organisations.                                                                                   |
| **People Leadership**   | • Support the learning of others through skill sharing, formal and informal training and giving feedback.  
• Attend and participate in meetings, reviews and supervision as required whilst seeking guidance and feedback from others for work performed.  
• Contribute to maintaining an effective team.  
• Provide practice support and assistance to other therapists as required.                                                                                                                               |
| **Workplace Health & Safety** | • Responsible for ensuring that Scope complies with its legal requirements and strives for best practice in the provision of a safe workplace for all.  
• Work within the policies and procedures of the organisation particularly those promoting a safe working environment (including OH&S procedures), and those ensuring compliance with our duty of care to clients (Code of Practice). |

## SELECTION CRITERIA

### Early Childhood Professional

### Qualifications & Knowledge/Experience

- A recognised qualification and registered with AHPRA or, if a Speech Pathologist, Practising membership of Speech Pathology Australia.  
- Clinical experience with children in a range of models of service provision  
- Demonstrated experience in the provision of therapy within the disability, human services or community sector.

### Technical Competencies

- Demonstrated professional skills and competencies of a high order in the identified tasks and responsibilities, including an extensive knowledge of formal and informal assessment tools and intervention options relevant for children with a disability, their carers and others who support them.  
- Experience with working with children with complex and significant needs across more than one area of their development.  
- An understanding of the early childhood intervention key worker model and an ability to undertake both a key worker role and consulting role.  
- Demonstrated understanding of, and commitment to Family Centred Practice and Early Childhood Intervention practices.  
- Demonstrated skills in consultancy and direct service provision, including the ability to work in partnership with families/carers, agencies and community groups to support individual development and inclusion.  
- Proven organisational skills and the ability to work with minimal supervision within a team.  
- Excellent written and verbal communication skills demonstrated by the ability to interact and negotiate with a wide range of people (customers, clients, suppliers etc.) on a daily basis.
## POSITION DESCRIPTION

- Excellent time management skills.
- Excellent interpersonal and written communication skills,
- The ability to work effectively within teams
- Sound computer and information technology skills.
- An ability to provide effective professional supervision to staff of the same discipline (Grade 2 only)
- Demonstrates an understanding of the impact of an individual’s environment and their communication partners on communication success
- Demonstrates the ability to prescribe communication equipment appropriate to the individuals with developmental, neurological, intellectual or physical disabilities
- Experience in effectively presenting information to groups of people

### Behavioural Competencies

- A commitment to strengths based, person centred practice and the development of a service system that informs and empowers people.
- A strong customer focus.
- Excellent skills in collaboration and demonstrated skills in working in partnership
- An understanding of and commitment to developing the capacity of communities to be inclusive of people with disabilities.
- Demonstrated expertise in working effectively in a team
- Proven ability to assume responsibility and be self directed and operate independently
- An appreciation of the immense value that diversity brings to communities
- Demonstrate an understanding and ability to provide services and supports within the parameters of the funding available.

### Licenses & Accreditations

- Cleared Police Check for disability within the last twelve months
- Current Working with Children’s Card
- Must satisfy all visa requirements for working in Australia.
- Drivers licence

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**Authorisation:**

This Position Description has been reviewed and approved by the General Manager West 25 September 2017.

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**People & Culture Authorisation**

Job Evaluation Completed:  
Position Created:  
Organisation Hierarchy Amended:  