NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

**JOB & PERSON DESCRIPTION**

|  |  |
| --- | --- |
| **POSITION TITLE:** | **CLASSIFICATION LEVEL:** |
| Occupational Therapist (Early Childhood) | Nunkuwarrin Yunti Enterprise Agreement 2017, HSL5 |
| **PROGRAM:** | **SECTION:** |
| Maternal Child Health (Strong Mums Solid Kids) | Women Children and Family Health |
| **TENURE/STATUS:** | **LOCATION (if other than Wakefield Street Adelaide):** |
| Part Time (0.4FTE)  Ongoing subject to funding. | Wakefield Street and outreach service locations including Brady St Elizabeth Downs, external agency service sites and home visiting services |
| **POSITION REPORTS TO:** | **WORKS CLOSELY WITH:** |
| Maternal Child Health Team Manager | All members of the MCH Team (Strong Mothers Solid Kids)  All members of the Australian Nurse Family Partnership Program  Staff of the Primary Health Care, Social Health and Community Health Promotion and Education Programs as necessary |

**1. PURPOSE STATEMENT**

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status*.* The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

The Women Children and Family Health aims to support safe nurturing environments for pregnant women, infants and children, increase uptake and utilisation of services with an emphasis on early intervention and prevention, provide streamlined coordinated care and positive experiences for clients to encourage continued engagement with services. For infants and young children aged 0-5 the focus is on physical health, cognitive, psychosocial and behavioural development to improve the health of Aboriginal children.

Working under the broad direction of the Maternal Child Health Team Manager, the primary role of the Occupational Therapist is to provide specialist infant child and family occupational therapy to:

* Assist families to develop strategies and achieve their goals that enhance children’s healthy growth and development, including communication, fine and gross motor skills, social, emotional and interpersonal skills, and problem-solving skills
* Plan and implement appropriate services in accordance with best practice standards and guidelines
* Contribute as a member of a multi-disciplinary care team to the development/and provision of care plans for children and parents/carers
* Provide evidence-based health promotion and educational resources for use in the Strong Mums Solid Kids program and for community promotional purposes
* Engage in continuous quality improvement and change management processes
* Contribute to effective multi-disciplinary teams, communication processes and staff development
* Liaise with external agencies as necessary

**2. KEY RESPONSIBILITIES/DUTIES**

***Identify the significant services of work, which are the key outputs of the position***

|  |  |
| --- | --- |
| **KEY RESPONSIBILITIES**  **(Outputs of the job)** | **PERFORMANCE MEASURES**  **(Measures the outcome of the following activities by quantity, quality, or timelines.)** |
| **Health promotion and community engagement** | * Provide evidence-based health promotion and educational resources for use in the Strong Mums Solid Kids program and for community promotional purposes * Participate in targeted health promotion and community engagement activities * Contribute to development of a program of activity to be delivered through community-based playgroups or similar programs aimed at creating secure attachments between children and their parents/carers * Be aware of, support and liaise with community programs and activities that support child health * Promote the benefits of healthy growth and development, healthy social-emotional development, healthy lifestyles and environment * Promote the importance and benefits of general preventative health and development assessments and immunisation and facilitate access to these services |
| **Direct Client Care** | * Provide evidence based, contemporary information to parents/carers and families to enhance parenting skills and practices * Provide secondary assessment of development needs of individual children to guide brief intervention strategies for children and their parents/carers * Provide education to service providers on interpreting and responding to child behaviour including strategies and activities to assist children and their parents to self-regulate * Collaborate with Nunkuwarrin Yunti staff and parents/carers to develop and monitor developmental care plans for children as required * Provide advice to service providers and parents/carers with children who have a disability or developmental delay to assist with planning the child’s National Disability Insurance Scheme (NDIS) services * Periodically attend group activities to provide informal advice, demonstration and responses to parent questions to support healthy and safe play and other recreational activities * Optimise Medicare claiming opportunities for applicable child health services * Communicate and share expertise and information with other members of the health care team to provide optimal client care |
| **Team and Organisational Activities** | Maintain a positive working relationship with others and participate in working groups and activities:   * Contribute to and support a positive team morale * Actively and regularly participate in team planning activities and meetings * Provide advice in respect to services, procedures and guidelines to maximise outcomes for infants children and their parents/carers * Provide mentorship and support for Aboriginal staff and act as a resource person for client care * Develop and maintain effective internal and external networks in a professional manner * As requested provide technical advice to internal working groups, committees and organisational activities * Promote and present a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general * Ensure compliance with a range of administrative practices including: * Timely and accurate documentation consistent with professional standards * Secure management of organisational data and files and compliance with privacy policies and legislation * Regular statistical and other reports as requested |
| **Professional Development** | * Practice in accordance with relevant legislation, the Australian Occupational Therapy Standards (2018) and evidence in all practice * Accept professional responsibility and accountability for all actions and decision making within scope of practice * Attend professional development training courses and activities to maintain and update clinical knowledge and skills as appropriate * Actively participate in practice supervision, multi-disciplinary meetings, debriefings other team activities as required * Proactively engage in regular performance development reviews |

**3. SELECTION CRITERIA**

**ESSENTIAL – includes qualifications, skills, experience and knowledge.**

* Registered as an Occupational Therapist with the Australian Health Practitioner Registration Authority (AHPRA) Occupational Therapy Board of Australia
* Minimum of three years vocational experience in Occupational Therapy working with children using family centred approaches within a Primary Health Care setting
* Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and culture, and a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people
* Demonstrated knowledge and understanding of issues which may impact on Aboriginal infant and children’s healthy growth and development and parent and family wellbeing
* Sound knowledge of best practice standards, guidelines and protocols for working with children and well developed specialist knowledge and skills gained through experience, training or education
* Experience in assessment and therapies related to communication, fine and gross motor skills, social, emotional and interpersonal skills, and problem-solving skills including play-based therapies
* Experience working with children with autism, foetal alcohol spectrum disorder, global developmental delay
* Demonstrated understanding of the NDIS as it relates to autism or any other pervasive childhood developmental disorder and allied health related Medicare Benefits Schedules
* Significant experience in the use of electronic client health information management systems (e.g. Communicare, Medical Director or other)
* Proven well-developed written and verbal communication skills and demonstrated ability to liaise and network effectively with a range of health professionals and administrative staff
* Excellent organisational and time management skills, and ability to work autonomously with minimal supervision and show leadership as a member of a multi-disciplinary team
* Demonstrated ability to function within a complex busy workplace and respond to difficult and/or stressful situations in a calm, sensitive and professional manner
* Demonstrated knowledge, skill and experience in continuous quality improvement processes

**DESIRABLE**

* Post-graduate qualifications and/or specialist skills in assessment and treatment related to functional emotional developmental levels, social interaction, play, sensory-motor processing and language development
* Experience working with families who have experienced transgenerational trauma and/or adverse childhood experiences that may lead to developmental trauma
* Experience working in an Aboriginal Community Controlled Health Service
* Experience providing supervision, training and support including for students on work placement

**4. APPOINTMENT CONDITIONS**

**Special Conditions and Status**

1. Part Time 15.2 hours per week.
2. The tenure in this position is subject to funding continuing.
3. Some out of hours work may be required.
4. Some intrastate travel may be required.
5. Appointment is subject to a satisfactory National Police Clearance Certificate.
6. Unless filled internally with prior completion of a probationary period, subject to 6 months satisfactory probationary period
7. Salary Sacrifice, Superannuation Employer contribution.
8. Current SA Driver’s Licence and willing to drive in the course of work activities.
9. Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia’s Enterprise Agreement

**5. PERFORMANCE/SKILL STANDARDS**

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

**6. WORK HEALTH AND SAFETY**

Follow defined work health and safety legislation, and Nunkuwarrin Yunti’s policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

**7. RESPONSIBILITY STATEMENT**

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

**8. CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

Employee Statement:

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**­­­**

**Job and Person Description Approval**

**Date approved: / /**

|  |  |
| --- | --- |
| **MIDDLE MANAGER**  **Name:**  **Signature:** | **CHIEF EXECUTIVE OFFICER**  **Name:**  **Signature:** |