

Position Description

Developmental Educator / Senior Practitioner

Reports to:	Manager Practice & Quality
Directorate/Department:	Client Services/Practice & Quality
Number of direct reports:	As per Organisational Structure
Employment Type:	Full-Time or Part-Time Fixed Term Contract (12 months)
Salary/Award Classification:	Level 5/6 (depending on relevant experience) – Social, Community, Home Care and Disability Services Industry Award 2010

Community Living Australia has charitable status for Fringe Benefits Tax purposes and is therefore able to offer taxation benefits through salary sacrifice

Position Purpose

The Developmental Educator / Senior Practitioner will take a leadership role in the development, implementation and maintenance of specialised therapeutic support services and practice. This role is responsible for the support of individual clients to support their complex needs. Accountable for facilitating the implementation of support, employee training as well as providing consultancy support to Regional Managers, Team Leaders and Support Workers using a partnership and coaching approach.

Principal Duties

- Research best practices and evidence based therapeutic services
- Develop frameworks and provide therapeutic service delivery
- Develop resources that enable implementation of a therapeutic service framework
- Interpret information from specialist reports along with advice and support services on the practical component of recommendations and implementation
- Provide advice and consultancy regarding specialised support strategies including Communication, Positive Behaviour Support and/or Sensory Support to Regional Managers and Team Leaders regarding clients with specific needs
- Liaise with external specialist practitioners/consultants as required
- Chair and attend client planning and review meetings and case conferences
- Coordinate the development of associated support aids for highly complex support needs clients
- Provide advice for maintenance and review of Support Plans

- Minimise and effectively manage risk in relation to supporting individuals with complex behavioural support needs
- Maintain, develop and oversee relevant training and professional development activities in specialist support programs
- Provide feedback to management to initiate process improvements focussing on quality of services
- Contribute to transitioning to the National Disability Insurance Scheme and provide behaviour support and other support services as outlines in the scheme
- Contribute to the work of the Clients Services Resource Team in supporting person centred planning, framework policies and procedures, development programming, training and resource development
- Support tenders and proposal development for new and modified services
- Contribute to the development of a culture and practice of reporting accurately and submitting reports as required to enhance the success of interventions
- Represent the organisation and contribute to policy and practice development
- Develop and maintain positive professional and influential relationships as required with clients, carers and other stakeholders

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Core Competency/Capability

(NDS SPS 9)

These six core competencies are the capabilities that need to be demonstrated in order for the incumbent to be functional in their role and links to the NDS competency framework

Sector & organisation purpose & values

- In-depth understanding of the philosophy of human rights based approaches in the disability sector. Broad knowledge of the sector and the individual and community context. In-depth understanding of the vision, mission, values of the organisation and the support and services offered. Working knowledge of the strategic direction under which the organisation operates and functions.

Leadership & teamwork

- Supports Service Leaders, coaching and building effective team work. Provides guidance and information to less experienced staff within area. Evaluates the work of others. Working knowledge of relevant external relationships and maintains defined relationships under guidance and ensure they work efficiently.

Communication

- Has a flexible and adaptable communication technique that produces positive engaging relationships and meets required outcomes. Uses influencing skills and a broad network of contacts to resolve work issues. Undertakes standard negotiations in respect to internal and external people to ensure processes and protocols are followed and work in appropriately handled.

Client relations

- Uses thorough and advanced professional competence to support clients with problem solving and decision making about their needs and expectations. Understands scope of service offerings and can negotiate within boundaries. Able to effectively deal with sensitive and serious matters, respecting diversity and confidentiality. Interacts with stakeholders and understands relationships and needs to recommend changes to approach.

Personal accountability

- A detailed understanding of the intent and framework of compliance legislation, quality standards, policies and procedures, relevant to the role. In-depth understanding of requirements for safe and healthy working, adheres to them, and makes a positive contribution to the organisation work environment. Promotes the need to appropriately use financial and other resources. Promotes organisational services.

Innovation

- Exercises initiative and judgment to creatively improve service or product offerings. Is adaptable and resourceful. Understands organisational processes and quality principles and applies improvement methods. Identifies and mitigates risks. Resolves standard problems in designated area.

Skills & Experience

To perform this role successfully the incumbent must be able to satisfactorily demonstrate the following key qualifications, experience and skills

Academic or Professional Qualifications

Essential

- A Degree in Developmental Education, Occupational Therapy, Social Work or Psychology
- Registration or membership of appropriate professional body

Desirable

- Post Graduate qualification in Human Services or equivalent
- Certificate IV in Disability or equivalent qualifications or experience
- Certificate IV in Training and Assessment

Skills & Delivered Performance

- Demonstrated ability to work with a broad range of people with disability
- Demonstrated leadership skills
- Demonstrated experience in successfully working with people with complex behaviour support needs
- Experience and demonstrated ability in behaviour analysis and the development of positive behaviour support plans and/or developmental assessment and developmental programming
- Experience and demonstrated knowledge in Positive Behaviour Support and the management of restrictive practices
- Demonstrated delivery of positive outcomes for people with disability
- Demonstrated ability to translate theory into tools and resources for service delivery
- Demonstrated experience in supporting people with disabilities in community settings
- A commitment for Person Centred approaches and its application within service provision
- Capacity to liaise with external specialists/consultants
- Understanding of disability services and resources, nationally and in particular in South Australia
- Ability to undertake effective communications both written and verbal, on behalf of the organisation in relation to the client matters
- A high level of interpersonal and communication skills
- Knowledge of communication with people with disability
- Experience in the design and implementation of program plans
- Experience in the use of Microsoft desktop products such as Word, Excel and Outlook
- Have the ability and preparedness to use information technology such as videoconferencing
- High level written communication skills including demonstrated skill in production of reports and documentation
- Ability to work effectively as part of a team in a fast changing environment, to work productively with limited supervision and to work to deadlines
- Affinity with non-profit organisations and respect for their philosophy and values
- Demonstrated commitment to continual professional and personal development

Special Requirements (Essential)

- Have and maintain a current Australian Class 1 Drivers Licence for duration of employment
- Obtain and maintain DCSI (Child Related) clearance
- Obtain and maintain a Child Safe Environment Certificate

- Obtain and maintain a current Senior First Aid and CPR certificate
- Participate annually in the performance appraisal process to establish performance objectives and KPI's ongoing
- Travel to service regions, sites and locations
- Private use of vehicle – adhering to the conditions and requirements of the Motor Vehicles (Use of Private Vehicle) Operating Procedure
- Work across multiple worksites and/or relocate to other worksites (within reason) as required
- Some out of hours work may be required
- Apply WHS legislation and organisational requirements to create and manage a safe work environment

Authority to Act

This position operates within

- Policies and procedures, guidelines and codes of conduct
- The defined limits of delegated authority
- The confines of budgeted restraints, relevant legislation, regulations and by-laws
- Financial Delegations Matrix

NDIS Code of Conduct

There are 7 minimum standards Community Living Australia and their workers must meet:

- Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
- Respect the privacy of people with disability
- Provide support and services in a safe and competent manner, with care and skill
- Act with integrity, honesty and transparency
- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
- Take all reasonable steps to prevent and respond to sexual misconduct

Accepted and Approved

Employee			
Name:			
Signature:		Date:	

Manager Practice & Quality			
Name:			
Signature:		Date:	