



Maryborough District Health Service

POSITION DESCRIPTION

Position Title:	Speech Pathologist or Occupational Therapist Grade 3 – School Readiness Funding
Reports To:	Direct: Allied Health Team Leaders Indirect: Operations Manager – Primary & Preventative Health
Direct Reports:	Nil
Directorate:	Midwifery & Allied Health
Classification:	Speech Pathologist or Occupational Therapist Grade 3 – depending on experience
Employment Conditions:	<i>Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 – 2026 and subsequent agreements.</i>
Qualifying Period:	6 months from commencement date.

Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

Our Vision

Changing the healthcare story with our community.

Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

The Position

This role is designed to work in our child-focussed, multi-disciplinary team as part of the School Readiness Funding initiative. This is an exciting new initiative that will provide kindergartens with access to quality programs and supports to help children get the most out of their early learning.

Kindergartens within the community will receive School Readiness Funding from 2021, with access to allied health being one of a number of supports available to kindergartens. Through the funding kindergartens with large numbers of educationally disadvantaged children enrolled will receive more allied health support.

More information about School Readiness Funding is available here:

<https://www.education.vic.gov.au/about/programs/Pages/Schoolreadiness.aspx?Redirect=1>.

Key Responsibilities

The Speech Pathologist or Occupational Therapist Grade 3 will:

- Work with kindergarten educators and families in kindergarten communities to build their capacity to support young children's learning in the key areas of communication (language development) wellbeing (social and emotional) and access and inclusion.
- Enhance the professional and parenting practices of educators and families, using evidence-based practices from your allied health discipline, to benefit all children they work with or care for.
- Work in collaboration with educators and families to build their capability to create an environment for kindergarten aged children that promotes:
 - Improved speech, language, social interaction and early literacy outcomes
 - Self-regulation and positive and pro-social behaviours
 - Social and emotional wellbeing.
- Work collaboratively with kindergartens and the Department of Education and Training area staff across the community to plan for how they will utilise their allied health entitlement
- Build the capability of educators and families to support children through coaching, modelling, group training, case consultation support and other discipline specific services
- Provide allied health support to kindergartens and to families and communities
- Travel to kindergartens within the community
- Provide some support remotely / via online platforms to educators and families.
- The allied health professional will accept accountability and responsibility for their own actions within their scope of practice.

Generic Responsibilities

Code of Conduct: The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

Compliance with policies and procedures: All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety: Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control: Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality: All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement: MDHS is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

Diversity: Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Pre-Employment Security Screening:

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

No-Smoking Policy: To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

Key Selection Criteria

Essential

- Bachelor of Speech Pathology, Occupational Therapy or equivalent
- Eligibility for practising membership with relevant governing body
- Experience working in a capability building and coaching role with educators and families to promote skills and knowledge in child development
- Experience working in paediatric Speech Pathology or Occupational Therapy, with experience working in a kindergarten setting is an advantage

Technical/Professional Knowledge and skills

- Demonstrated ability to work collaboratively in a multi-disciplinary team to develop and implement evidence-based programs that meet the goals and desired outcomes for children, families and educators.
- Highly developed communication, networking and interpersonal skills to liaise with a range of people in the education and community health community, and beyond.
- Understanding of the impact that the priority areas of communication (language development) wellbeing (social and emotional) and access/inclusion have on children's achievement, wellbeing and engagement and how to measure impact of service.
- Ability and interest to work within the Victorian Early Years Learning and Development Framework (VEYLDF). The VEYLDF can be found here: <https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veylframework.pdf>. Training on the VEYLDF will be provided to successful applicants.
- Speech pathologists will preferably have an awareness of/experience with leading child communication development initiatives in early years settings, such as Every Toddler Talking and Hanen programs including It Takes Two to Talk.

Performance Indicators for this Position

- To meet the minimum requirements of the position as stated in this Position Profile and as expressly agreed with your Manager
- To meet the objectives as agreed in your Performance Review and Development Plan
- Meet the objectives in your Continuing Professional Development Plan

- Completion of all prescribed annual competencies

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

Functional Job Description Physical Demands of the Position Checklist

This form is to be completed by the recruiting manager. Its purpose is to assist MDHS to develop the employer roles Functional Job Description.

JOB TITLE	Speech Pathologist or OT – School Readiness Funding Program
JOB FUNCTION: (Provide a brief description of the roles requirements)	Provide capacity building activities to kindergarten staff and families to support school readiness.
DEMANDS OF THE Role (Where relevant indicated frequency of exposure)	
Constantly (C) = 67% - 100% of the time	Frequently (F) = 34% - 66% of the time
Occasionally (O) = 6% - 33% of the time	Rarely (R) = 0% - 5% of the time

Work Organisation		Physical Demands	
-	Average hours of shift Describe: 8	R	Working at heights/climbing
-	Average hours worked per week Describe: 16	R	Manual handling (floor to waist level How many kg:
Working Environment		R	Manual handling (floor to shoulder level How many kg:
R	Noise	R	Manual handling (waist to waist level How many kg:
R	Working in confined spaces	R	Manual handling (to overhead level How many kg:
O	Walking on uneven ground	R	Grasping / Gripping
O	Working in hot environment	R	Repetitive tasks: Describe:
Equipment Operations		O	Bending / stooping
R	Operation of machinery Describe:	R	Shovelling / digging
F	Computers: Seated or Standing (Circle)	R	Sitting for long periods How long:
F	Driving	O	Standing for long periods How long:

R	Night Driving	R	Walking for long periods How long?
R	Need to distinguish different colours	R	Repetitive hand/arm movements below shoulder height
R	Use of hand tools Describe:	R	Repetitive hand/arm movements at or above shoulder height
Hazardous Substances		R	Pushing / pulling Describe:
R	Working with chemicals: Describe:	R	Squatting: repetitive / sustained
R	Exposure to fumes/dust: Describe	R	Vacuuming / sweeping / mopping How long??
R	Other exposures Describe:	R	Wiping down walls / tables ect
Other Potential Risk Factors: eg – awkward postures, repetitive actions			

Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print) _____

Signature _____

Date _____