

POSITION DESCRIPTION

Position Title	School Readiness Speech Pathologist - Grade 1
Directorate	Operations
Department	Clinical Operations
Unit	School Readiness
Reports To	Project Manager Allied Health
Agreement	Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017-2021

Position Objective

- Support high quality early childhood education in kindergarten settings.
- Increase the long term capacity of kindergarten educators and families to support the developmental needs of kinder aged children in preparation for school readiness.
- Work as a member of a multi-disciplinary team with the utmost skill and sensitivity to community need when planning, developing, implementing and evaluating services.

Key Responsibilities

- Work collaboratively with the IPC Health School Readiness Team to plan service delivery within services across Brimbank Melton area.
- 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 to achieve their goals in relation to communication and wellbeing.
- Ability to reflect on supports to enhance outcomes for educators and children.
- Conduct offsite visits to kindergartens within Brimbank Melton area.
- Provide some appointments via phone, email and Skype to support educators and families.
- Maintain comprehensive (including interventions, learning goals and plans) and up to date records for each service.
- Prepare and maintain appropriate statistical data, reports and analyses for activities and services for which responsible and make recommendations as appropriate.
- Identify, develop, implement, and evaluate quality improvement initiatives.
- Participate in the development of policies and procedures for areas for which responsible and participate in the development of organisational policies and procedures as required.
- Participate in occupational health and safety training and risk management activities as relevant to the role and as required.
- Participate in and coordinate as delegated, professional development and training activities.

Key Selection Criteria

- A graduate or post-graduate degree in speech pathology.
- Allied health professionals must be eligible for membership with associated professional organisations.
- Demonstrated experience working in paediatric allied health, with experience working in a kindergarten setting an advantage.
- Proven experience working in a capability building and coaching role with educators and families to promote skills and knowledge in child development.
- 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.
- Strong communication, networking and interpersonal skills to liaise with a range of people in the education, early childhood and health sectors.
- Aware of the impact that the priority areas of communication (speech, language and communication development) and wellbeing (social and emotional development) 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).
- Current Victorian Driver's licence.

Other Information

- This role is subject to a satisfactory National Police History check and a current Victorian Working With Children's Check.
- 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.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

Organisational Values

IPC Health is committed to an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

Physical Inherent Requirements

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| Office Duties: | <ul style="list-style-type: none">• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries. |
| Driving: | <ul style="list-style-type: none">• Required to drive private or IPC Health owned vehicles. |
| Work Environment: | <ul style="list-style-type: none">• Will be required to work at offsite facilities.• Exposure to varied weather conditions. |
| Carrying and Lifting: | <ul style="list-style-type: none">• Infrequent lifting and carrying of items up to 5kgs. |
| Standing and Walking: | <ul style="list-style-type: none">• Standing and walking for periods up to an hour at a time with breaks. |
| Bending and Reaching: | <ul style="list-style-type: none">• Required to occasionally bend and reach. |

People and Culture Use Only

Position Number(s)	10604
Last Reviewed	7 November 2019