



POSITION DESCRIPTION

POSITION TITLE:

SPECIALIST KEYWORKER

LOCATION:

284 Pine Mountain Road
Mt Gravatt East 4122
OR
1935 Gympie Rd
Bald Hills QLD 4036

NEW POSITION DEVELOPMENT

01/04/2010

NEXT REVIEW DATE:

01/04/2012

PURPOSE OF POSITION:

As a Keyworker (Specialist) in the Family Support Program the employee will undertake a dual role comprising of the following two key aspects:

- Assist families to identify, plan, obtain and co-ordinate the resources and supports needed to maintain and strengthen the family's ability to care for their children.
- Assess, treat and manage the problems of children with disabilities and also provide appropriate training to staff and families utilising the incumbent's extensive specialised body of knowledge in their field.

POSITION ENVIRONMENT

Xavier Children's Support Network is designed to assist families who have children between the ages of 0 & 16 years, with high support needs arising from a combination of physical, sensory and intellectual disabilities. A Keyworker assists the family in identifying their needs and developing a 'support package' to meet these needs. Through a flexible, individualised funding arrangement, support can be provided by a variety of community resources, extended family and friends, or Xavier's specialised community team.

REPORTING / ORGANISATIONAL RELATIONSHIPS:

The Keyworker will report to their regional Manager, either Southside or Northside.

Internally, the Keyworker (Specialist) consults with management, other Keyworkers and coordinators and support staff in order to effectively coordinate family resources and supports.

Externally, the Keyworker (Specialist) works closely with allocated families, and liaises with staff of other disability services, hospitals, schools and other government departments as required.

CONDITIONS OF EMPLOYMENT:

A Keyworker Specialist will be employed under the employment conditions specified under the Xavier Children's Support Network Specialist and Support Staff Collective Agreement 2009.

KEY DUTIES:

1. As a Keyworker co-ordinate, monitor and evaluate the provision of a range of supports for a number of children with disabilities and their families by:

- Helping families to obtain the information they require about their child's health and disability.
- Assisting families to identify the resources and supports needed to maintain their child with a disability at home and in their community and facilitate their access to appropriate community resources.
- Maintain Xavier's principles of service provision to including flexibility, individualised response, choice and empowerment at all times when supporting children with disabilities and their families.
- Providing emotional support to families.
- Assisting families to advocate for the services they need including writing reports and letters as necessary
- Responding to the changing needs of families.
- Maintaining concise, thorough records that meet the requirements of the family support program and families.
- Estimating costs, and preparing and monitoring individual family support budgets. Assist in preparing the Family Support Budget.
- Establishing good working relationships with other Services, Hospitals, Schools and Community Organisations.

2. As a Specialist Keyworker:

- assess, treat and manage the health and disability concerns of a group of children who are referred for consultation and management while adhering to individual specialist code of practice.
- Maintain/update professional knowledge and provide professional advice to management and staff on strategic and operational matters.
- Plan, prepare and deliver training related to your specialty and qualifications for Xavier staff and their families.

SELECTION CRITERIA:

Selection Criteria 1

Experience in your field with the ability to work as an independent professional and to accept responsibility for quality of care and the professional management of issues relating to a group of children.

Selection Criteria 2

Sound knowledge and understanding of the needs of families of children with disabilities, family dynamics, resources and services available in the community, child development and behaviour, and health issues and the care required by children with disabilities, including palliative care.

Selection Criteria 3

Broad knowledge of disability issues, legal issues, and the legislative and statutory provisions governing the lives of people with disabilities and each Xavier staff member.

Selection Criteria 4

Sound understanding of the family-centred support model of service and the ability to apply Xavier's values and principles and the principles of social justice, individual worth and dignity, self-determination, respect and commitment to families.

Selection Criteria 5

Well-developed interpersonal, communication (written and verbal) skills including the ability to prepare and present training sessions and management reports, provide advocacy for clients and effectively liaise, consult and negotiate with clients in times that may be stressful and emotional.

Selection Criteria 6

Proven ability to assess, plan, review and evaluate individual needs and family needs in a flexible and open manner using improvisation and creative alternatives.

Selection Criteria 7

Demonstrated ability to work in a variety of situations i.e. working autonomously, working with external service providers or as a member of a multi-disciplinary work team to ensure delivery of services in an environment marked by teamwork and ethical behaviour.

ADDITIONAL FACTORS:

The caseload for a Specialist Keyworker varies between a minimum of eight (8) families to a maximum of twenty (20). This range allows the Manager to equitably apportion caseloads within these parameters, with due consideration given to:

- the impact of additional workload created by the Specialised role;
- the additional workload involved in the case management of shared care providers;
and
- the complexity of specific families.

The caseload for the Specialist Keyworker will also need to be considered in relation to the extent of management duties being undertaken.

Current qualifications and registration or eligibility for registration if applicable relating to the Specialist's field are mandatory for this position. Specialists must at all times work up to and within their Generic Level Statements and Responsibilities set down by their individual registration Boards.

Xavier Children's Support Network

Specialists may also be required to obtain a Certificate IV in Training and Workplace Assessment and conduct staff training from time to time.

1. Current Suitability (blue card) issued by the Commission for Children and Young People and Child Guardian; and
2. Current Disability Services Positive Notice Card or application to obtain same.

Smoking

Xavier Children's Support Network enforces a policy that prohibits smoking in Xavier offices. Smoking is only permitted in designated locations during scheduled breaks.

APPLICATIONS FOR THIS POSITION

- Please ensure that you submit a complete application comprising of:
 1. A resume detailing your skills and work experiences and major responsibilities.
 2. Statement which addresses the selection criteria
- Lodge your application by 5pm on the closing date.
- Applications for Specialist Keyworker can be posted or hand delivered to:

The Manager
Xavier Children's Support Network
284 Pine Mountain Road
Mt Gravatt East Qld 4122

Applicants for the position who are shortlisted, will be subject to a Referee Check, and Selection Interview and will be required to complete a Vocational Health Assessment Questionnaire relevant to the demands of the position.

APPROVED BY: _____ **DATE:** / /