

Position Description

Position Title:	Paediatric Health Linker- WARATAH for Kids
Classification:	Stream D - Direct Service Delivery, Band 2

Purpose of the Role

The Paediatric Health Linker works in the Waratah for Kids program, which supports children with developmental delays or behaviour concerns. This role is part of a multidisciplinary team, including administration staff, Occupational Therapists, Speech Pathologists, and collaborates with the Enhancing Paediatrics in Primary Care Paediatrician.

Key Relationships

The Paediatric Health Linker reports to the Program Lead- Waratah for Kids. You will develop and sustain relationships with children, their families, general practitioners, schools, early childhood service providers, and external stakeholders to ensure a collaborative approach to delivering allied health services.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Develop and maintain effective working relationships with children, families, carers and relevant stakeholders (e.g Enhanced Practice in Primacy Care General Practitioners, government and non-government agencies.)
- Facilitate a seamless, professional, and person-centred intake process for families entering the program, and assist with administration and data reporting as required or instructed.
- Manage and prioritise caseloads in accordance with the needs, priorities and any urgent support required by individuals
- Assist children, families, and carers in identifying personal and local community networks to develop the necessary supports and services to meet their goals and needs. Additionally, facilitate their access to these supports and services, such as the NDIS.
- Build and maintain a current working knowledge of local community supports and services
- Provide holistic and coordinated support to children and their families who are currently receiving support from the Waratah for Kids program.
- Assist families to overcome barriers to navigating the health and human services systems.
- Support families to identify the wider issues that impact on their health and wellbeing, such as financial concerns, inadequate housing, unemployment, isolation and caring responsibilities and help to connect to appropriate services.
- Provide customised support to enhance the capacity building of families and carers, focusing on improving health literacy and digital literacy.
- Contribute to case conferences as required
- Liaise with and develop ongoing partnerships with clients, their families and other service providers
- Maintain accurate documentation of service provision and clinical records.
- Ensure confidentiality of each client is maintained in accordance with professional guidelines.
- Contribute to quality assurance activities.

- Complete reporting and administrative tasks in a timely manner in line with Policies and Procedures.
- Actively engage and contribute to the Waratah for Kids team and program.

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

Integrity & Trust

Collaboration & Innovation

Achievement & Excellence

Respect & Empowerment

Empathy & Understanding

Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Print Name _____

Selection Criteria

Essential

- Recognised qualifications in Allied Health, Nursing, Community Services, Social Work/Social Science, Early Childhood or equivalent.
- Understanding of the wider determinants of health, including social economic and environmental factors and their impact on communities
- Good understanding of the health and early children's services.
- Effective advocacy skills to assist families so they can access services and support.
- Well-developed communication and interpersonal skills and ability to engage and communicate effectively with people from a culturally and linguistically diverse (CALD) background and Indigenous communities.
- Experience of partnership/collaborative working and of building relationships across a variety of organisations.
- A commitment to strength based, person centred practice
- Excellent interpersonal and communication skills, including the ability to work in a team environment and autonomously
- Sound computer skills
- Current Driver's Licence and willingness to travel for work purposes.

Desirable

Experience or an interest in learning to provide services in rural areas and via telehealth.