

Position Description

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|------------------------|--------------------------------------------|
| Position Title: | Paediatric Health Linker– Mudgee |
| Classification: | Stream D - Direct Service Delivery, Band 2 |

Purpose of the Role

The Paediatric Health Linker will work in the Mudgee Energy Co program within Marathon Health. This program works with children aged 0-7, and their families, who require allied health supports. The Paediatric Health Linker will provide services to support families with young children meet their developmental needs as part of a multidisciplinary team. This will include supporting allied health sessions directly with children and families, as well as connecting children with other services and supporting external referrals.

Key Relationships

The Paediatric Health Linker reports to the Project Lead. You will build and maintain relationships with children, their families, GP's, schools, early childhood providers, the Local Health District (LHD) and other community stakeholders to ensure a collaborative approach to the delivery of this new service.

Position Responsibilities

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

- Support families to build capacity to access health, wellbeing, social supports, building their skills and confidence to manage their child's health and education needs
- Support the implementation of therapy programs through preparing therapy materials, implementing therapy recommendations, monitoring and documenting progress.
- Assist with linking clients to other pathways, such as GPs, specialists, NDIS, hearing and vision
- Key contact for Flying Start Mudgee in the Mudgee community, receiving referrals, and complete intake processes including data entry to the Client Record System
- Organise and coordinate allied health and paediatrician clinics
- Assist allied health clinicians to deliver education and training for families, educators and local services
- Actively contribute to the Mudgee Energy Co Team

Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Ensure confidentiality of each client is maintained in accordance with professional guidelines.
- Complete reporting and administrative tasks in a timely manner in line with Policies and Procedures.
- 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.

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Our Values

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

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & 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.