



<b>Position Description</b>		
<b>Job Details</b>		
Position Title: Consultant (HI)		Year: 2017
Department: RIDBC Teleschool	Section: RIDBC Teleschool	
Reports directly to: Head RIDBC Teleschool	Direct Reports:	
	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<b>Background Information</b>		
<b>Qualifications</b>	<i>Undergraduate</i>	Bachelor/Diploma of Teaching/Education Early Childhood; B App Sc (Speech Pathology)
	<i>Postgraduate</i>	Graduate Certificate/Diploma/Masters Degree in Special Education/ Masters Speech Pathology
	<i>Other</i>	Experience and knowledge of early intervention, family centred practice, classroom teaching, hearing impairment/vision impairment including those with additional/multiple disabilities is desirable, but not essential.
<b>RIDBC Overview</b>		
<p>Royal Institute for Deaf and Blind Children (RIDBC) provides quality, innovative services to achieve the best outcomes for current and future generations of Australians with vision and/or hearing loss.</p> <p>RIDBC provides education, therapy and cochlear implantation services for children and adults with hearing and/or vision loss, and their families. Services include:</p> <ul style="list-style-type: none"> <li>• Early learning programs for children with vision and/or hearing loss from birth to six years</li> <li>• Preschool and school programs for children with vision and/or hearing loss and specialist preschool and school support services for children attending mainstream preschools and schools</li> <li>• Assessment, planning and therapy sessions for children and adults with vision and/or hearing loss</li> <li>• Specialist vision and hearing services delivered to children, adults and families in regional and remote areas of Australia via videoconference and other technologies</li> <li>• Cochlear implantation and habilitation services for children and adults, through SCIC Cochlear Implant Program, an RIDBC service</li> <li>• World class research, continuing professional education programs and postgraduate courses for professionals working with people with vision and/or hearing loss, through RIDBC Renwick Centre.</li> </ul> <p>As a charity, RIDBC relies significantly on fundraising and community support to be able to continue to make a difference in the lives of people with vision and/or hearing loss.</p>		

## Working for RIDBC

RIDBC's ability to provide high quality services to people with vision or hearing loss is directly dependent on the experience, knowledge and professionalism of its staff.

With more than 450 employees and over 1,500 volunteers, RIDBC employs a diverse range of staff across its many programs including: teachers, audiologists, speech pathologists, surgeons, orthoptists, occupational therapists, psychologists, physiotherapists, technology consultants, academics and researchers.

We also employ a range of people in business support functions including corporate services, library services, fundraising, marketing and communications and human resources.

## RIDBC Mission

To provide quality & innovative services to achieve the best outcomes for current & future generations of Australians with vision and/or hearing loss.

## RIDBC Values

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| <ul style="list-style-type: none"> <li>• Innovative</li> <li>• Share knowledge</li> <li>• Respectful to all people</li> </ul> | <ul style="list-style-type: none"> <li>• Ethical</li> <li>• Client &amp; family focussed</li> <li>• Strives for high quality</li> </ul> |
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## Key Responsibilities

*What is the activity?*

- Use a variety of technologies to establish and maintain regular contact with families and schools across Australia
- Design, implement and evaluate family service plans which facilitate the transfer of skills and
- Knowledge to families through assessment, educational program design and delivery, resource development, data collection and program modification.
- Prepare and maintain all records, reports and documents as required.

## Performance Indicators

*What is key? How is it measured?*

- Uses a variety of technologies, including Video conferencing, and maintains regular contact with families and schools in accordance with departmental guidelines.
- Individual sessions will be planned, conducted and evaluated on the agreed frequency basis.
- Participation in case conferences, meetings and observations, planning and feedback sessions where required.
- An individual program developed twice yearly and implemented, monitored and evaluated in accordance with Department guidelines.
- Resources will be developed to support implementation of programs.
- Data will be collected to inform planning.
- All records and reports will be prepared, evaluated and maintained in line with the Department requirements.

<ul style="list-style-type: none"> <li>Behave in an ethical manner, displaying honesty, integrity and reliability, and commitment to professional practice.</li> </ul>	<ul style="list-style-type: none"> <li>A professional attitude is maintained at all times with children, families and colleagues treated with dignity and respect.</li> </ul>
<ul style="list-style-type: none"> <li>Effectively communicate with parents/carers, Teleschool team members, RIDBC staff, and other relevant service providers.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate information regarding individual children effectively and in a timely and appropriate fashion with internal and, with prior consent, external personnel.</li> </ul>
<ul style="list-style-type: none"> <li>Actively contribute to RIDBC Teleschool by participating in the planning and development of innovation in distance service delivery, activities and program evaluation, by sharing resources and expertise with colleagues and by mentoring and supporting colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>Actively provides input to RIDBC Teleschool service delivery development.</li> <li>Shares information and ideas with Teleschool team members.</li> <li>Actively participates in Teleschool programs and residential.</li> </ul>
<ul style="list-style-type: none"> <li>Be actively involved in meetings, consultations and staff development activities as required.</li> </ul>	<ul style="list-style-type: none"> <li>Attends and actively participates in professional development and meetings and consultations with internal and external personnel</li> </ul>
<ul style="list-style-type: none"> <li>Adopt a practice of continuous professional development and professional reading to ensure that their skills and knowledge are up to date.</li> </ul>	<ul style="list-style-type: none"> <li>Attends and actively participates in professional development activities as requested and engages in professional reading relevant to the role. Travels to offsite locations as required.</li> </ul>
<ul style="list-style-type: none"> <li>Use and be accountable for resources in an efficient manner, displaying honesty, integrity and reliability.</li> </ul>	<ul style="list-style-type: none"> <li>Educational and teaching resources are kept in good repair and thought is applied to the purchase and use of department resources for work related purposes.</li> </ul>
<ul style="list-style-type: none"> <li>Actively participate in the regular process of Personal Development Planning and take responsibility for following through with the agreed actions.</li> </ul>	<ul style="list-style-type: none"> <li>Actively participates in the Personal Development Plan as per Department requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Travel to locations as required – that may involve overnight stays - in order to support schools.</li> </ul>	<ul style="list-style-type: none"> <li>Travel will be conducted by either using an RIDBC vehicle, other means of approved transport, or personal vehicle and claiming mileage and accommodation, if necessary, to offsite locations as agreed and approved by the HOD.</li> </ul>
<ul style="list-style-type: none"> <li>Work collaboratively with other team members and teams on RIDBC activities.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from team members and other teams.</li> </ul>
<ul style="list-style-type: none"> <li>Follow RIDBC values, policies, procedures and statutory obligations.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with all RIDBC policies etc.</li> </ul>

<ul style="list-style-type: none"> <li>Follow workplace health and safety programs to ensure a safe working environment for self and others.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with WHS programs and policies.</li> </ul>
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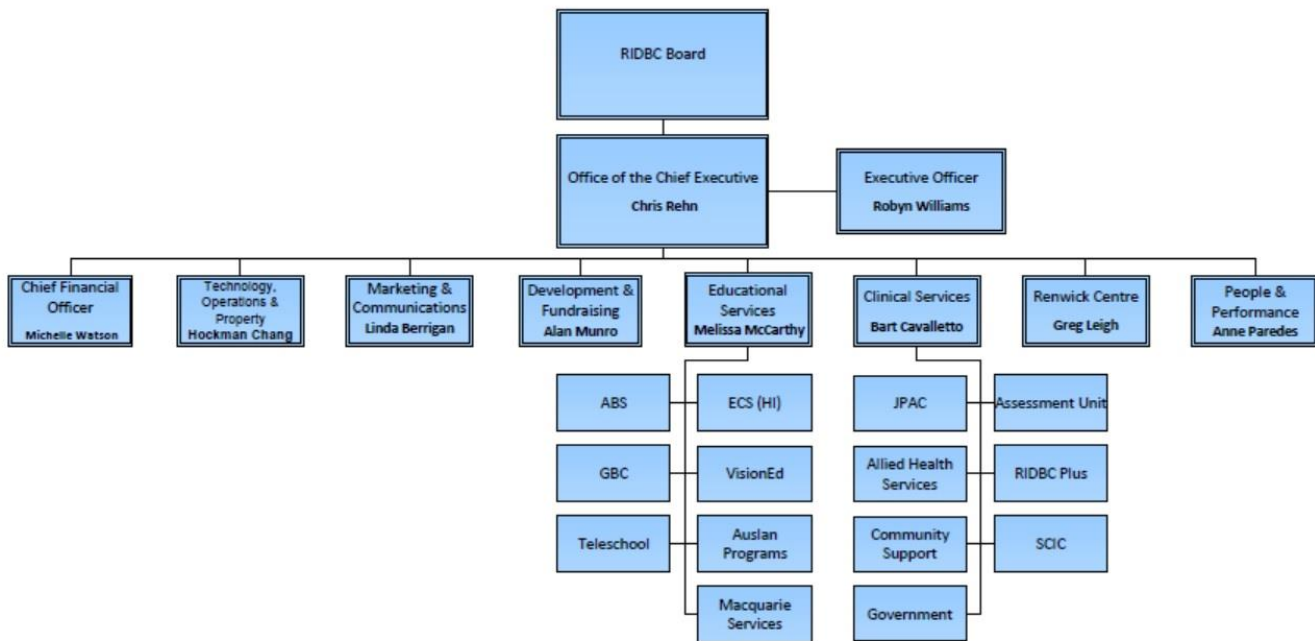
**Knowledge, skills and experience – Required to perform this role**

- Understanding of family centered practice
- Experience working with families and young children with disabilities
- Experience in early intervention and education of children with either hearing impairment and/or vision impairment
- Proficiency in knowledge and execution of language development through the communication mode relevant to the position.
- Well developed written and oral communication skills.
- Demonstrated commitment to high quality program delivery
- Commitment to ongoing professional development
- Proven organisational and time management skills.
- Working knowledge of technology
- Well developed interpersonal skills.

**Personal Attributes**

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| <ul style="list-style-type: none"> <li>Good team member with excellent communication skills</li> <li>Outcomes focused</li> <li>Values driven with strong personal and organization values to match</li> </ul> | <ul style="list-style-type: none"> <li>Ability to work well within a team</li> <li>Proactive and persistent</li> <li>Collaborative and consultative</li> </ul> |
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<b>Challenges</b>	
<b>Types of challenges</b>	<b>How the position deals with them</b>
<ul style="list-style-type: none"> <li>Complex organizational work practices and diverse stakeholders with often competing priorities</li> </ul>	<ul style="list-style-type: none"> <li>Navigate through the complex structures, show understanding and empathy with differences within RIDBC</li> </ul>
<ul style="list-style-type: none"> <li>Technological developments</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate training to ensure a working knowledge of technological advancements</li> </ul>
<ul style="list-style-type: none"> <li>Children and families with complex and diverse needs</li> </ul>	<ul style="list-style-type: none"> <li>Provide appropriate time and team resources</li> </ul>



Staff member's name (print):		Date:
Staff member's signature:		

Supervisor's name (print):		Date:
Supervisor's signature:		