

Position Description		
Job Details		
Position Title: Consultant (VI)		2017
Stream/Function/Department: RIDBC Teleschool		
Reports directly to: Head RIDBC Teleschool		
Background Information		
Qualifications	<i>Undergraduate</i>	Bachelor/Diploma of Teaching/Education Early Childhood; B App Sc (Occupational Therapy)
	<i>Postgraduate</i>	Graduate Certificate/Diploma/Masters Degree in Special Education /Occupational Therapy
	<i>Other</i>	Experience and knowledge of early intervention, family centred practice, classroom teaching, vision impairment including those with additional/multiple disabilities is desirable, but not essential.
RIDBC Overview		
<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"> • Early learning programs for children with vision and/or hearing loss from birth to six years • 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 • Assessment, planning and therapy sessions for children and adults with vision and/or hearing loss • Specialist vision and hearing services delivered to children, adults and families in regional and remote areas of Australia via videoconference and other technologies • Cochlear implantation and habilitation services for children and adults, through SCIC Cochlear Implant Program, an RIDBC service • 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. <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		
<p>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.</p> <p>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</p>		

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"> • Innovative • Share knowledge • Respectful to all people | <ul style="list-style-type: none"> • Ethical • Client & family focussed • Strives for high quality |
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Role Purpose

- To provide families living in rural and regional areas of Australia with regular access to high quality specialist support for their children with sensory impairment in accordance with the mission, values and standards of RIDBC.
- To embrace a culture of quality and innovation that enhances educational opportunities and outcomes for children with sensory impairment.
- To value and enhance the profile and reputation of RIDBC generally, and the department specifically, across the country
- To further develop the pedagogy and methods of providing specialist support for children with sensory disabilities via a distance methodology and to share that knowledge and expertise within the department and with others.

Key Responsibilities	Performance Indicators
<i>What is the activity?</i>	<i>What is key? How is it measured?</i>
Use a variety of technologies to establish and maintain regular contact with families and schools across Australia	Uses a variety of technologies, including Video conferencing, and maintains regular contact with families and schools in accordance with departmental guidelines.
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.	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.
Prepare and maintain all records, reports and documents as required.	All records and reports will be prepared, evaluated and maintained in line with the Department requirements.
Behave in an ethical manner, displaying honesty, integrity and reliability, and commitment to professional practice.	A professional attitude is maintained at all times with children, families and colleagues treated with dignity and respect.
Effectively communicate with parents/carers, Teleschool team members, RIDBC staff, and other relevant service providers.	Communicate information regarding individual children effectively and in a timely and appropriate fashion with internal and, with prior consent, external personnel.
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.	Actively provides input to RIDBC Teleschool service delivery development. Shares information and ideas with Teleschool team members. Actively participates in Teleschool programs and residential.
Be actively involved in meetings, consultations and staff development activities as required.	Attends and actively participates in professional development and meetings and consultations with internal and external personnel
Adopt a practice of continuous professional development and professional reading to ensure that their skills and knowledge are up to date.	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.
Use and be accountable for resources in an efficient manner, displaying honesty, integrity and reliability.	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.
Actively participate in the regular process of Personal Development Planning and take responsibility for following through with the agreed actions.	Actively participates in the Personal Development Plan as per Department requirements.
Travel to locations as required – that may involve overnight stays - in order to support schools.	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.
Follow RIDBC values, policies, procedures and statutory obligations	Follows RIDBC policies, procedures and statutory obligations

Ensure a safe working environment for self and others	All Workplace health and safety programs are followed to ensure a safe working environment for self and others.
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Knowledge, skills and expertise – Required to perform this role
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| <ul style="list-style-type: none"> • Understanding of family centred practice • Experience working with families and young children with disabilities • Experience in early intervention and education of children with 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. |
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Personal Attributes

Good team member with excellent communication skills	Ability to work well within a team
Outcomes focused	Proactive and persistent
Values driven with strong personal and organization values to match	Collaborative and consultative

Challenges

Types of challenges	How the position deals with these
Complex organizational work practices and diverse stakeholders with often competing priorities	Navigate through the complex structures, show understanding and empathy with differences within RIDBC
Technological developments	Provide appropriate training to ensure a working knowledge of technological advancements
Children and families with complex and diverse needs	Provide appropriate time and team resources

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

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