

INCLUSION AGENCY: INCLUSION PROFESSIONAL & ADVISOR

Vision Statement

‘Leading learning and wellbeing practices for children, families and educators in South Australia through co-designed and future oriented programs.’

The Inclusion Support Program (ISP) is funded by the Government to:
Support eligible Early Learning and Child Care (ELCC) services to improve their capacity and capability to provide inclusive practices; and address participation barriers. This support should allow eligible ELCC services to include children with additional needs in mainstream services alongside their typically developing peers.

Summary of the Position and its Responsibilities

Inclusion Professional & Advisor role may include Behavior, Speech Pathology, Occupational Therapy and Cultural. The Inclusion Professional & Advisor role provides high quality; evidence based assistance to eligible early learning and child care services to build their capacity for the authentic inclusion of children through the development of an online Strategic Inclusion Plan and offering support and strategies. Additionally, they increase knowledge and understanding of the Inclusion Professionals, regarding the specific needs of children relevant to their discipline.

This position is provided through funding from the Australian Government Department of Education and Training from the 1 July 2019 to 30 June 2021. Should funding be withdrawn or varied, this contract position will become void or altered.

Agreement, Award and Conditions

- Some out of hours work and travel will be required
- Attendance at monthly Gowrie SA after-hours organisation-wide staff meetings is a requirement
- Attendance at other relevant meetings is a requirement
- Salary range: according to qualifications, working up to 38 hours per week
- The salary is non-award. Where the Contract and Gowrie SA policies and procedures are silent, conditions may align with the National Employment Standards (NES) and the Social, Community, Home Care and Disability Services (SCHDS) Industry Award 2010.

Educational Qualifications/Experience

Essential

Degree or post graduate qualification in, Special Education or related discipline in Allied Health or Disability. Specialized experience/qualifications/skills in a discipline which allows advice and support to be provided to other Inclusion Professionals and services.

Desirable

- Experience in a context working with, and promoting, the inclusion of children with additional needs
- Experience working with or in the early learning sector and participating in reflective dialogue that examines the impact of early childhood practice

Statement of Key Responsibilities

The Inclusion Professional & Advisor is expected to spend significant amounts of time working directly with eligible services and educators in the sector with a focus on evidence based practice and continuous improvement including:

Strategic Inclusion Plan and Portal

1. Supporting services to develop and implement a Strategic Inclusion Plan (SIP) on the Portal and assisting services to implement the SIP through continuous monitoring of progress
2. Support services to engage in ongoing critical reflection and continuous improvement regarding inclusive practice through the development of a Strategic Improvement Plan (SIP) online through the designated Portal
3. Using the SIP as a tool to build educator capabilities to increase access and participation of all children

ELCC Service Support

4. Assessing the service environment, particularly the physical and human environment for effective inclusion
5. Provision of advice and support related to inclusion of children, relevant to the service context
6. Use a range of strategies relevant to ELCC services to support inclusion
7. Sharing evidence based practice, approved inclusion information and resources with eligible services and IPs
8. Maintain a visit schedule which considers the priority of service needs and as required attend visits with other IPs
9. Maintain appropriate records of designated service contact and support provided to IPs in CRM – kept up to date weekly
10. Assisting services to access Gowrie SA approved resources that will enhance inclusion, including facilitating access to information sessions, hub groups, Expos and the Specialist Equipment Library
11. Supporting services to work in partnership with families, early intervention professionals, external agencies and relevant community groups
12. Assisting services to access the program's funding streams where other inclusion supports and strategies are insufficient to achieve inclusion of a child with additional needs i.e. additional educator, time limited, innovative solutions, FDC Top up
13. Build professional partnerships with services, service leaders and educators.

Communication and Professional Relationship Building

14. IPs will consult with IP advisors due to their specialized content knowledge to understand children's specific needs, in their area of specialisation and increase knowledge of strategies
15. Use of adult learning principles including appropriate communication styles and active listening skills adapted to suit clients and services
16. Facilitating information sessions, organisational staff meetings, service staff meetings, hub groups and Expos as required
17. Provide assistance to IPs and services in consultation with Team leaders when the request is related to their specialist area.
18. Inform senior staff of potential issues that may arise and proactively work to resolve these

Inclusion Agency Funding Agreement

19. Participate in all activities directed by the Funding Agreement or Gowrie SA, including increasing the number of services with an online SIP, completion of the Outcomes Survey, supporting the completion of the child feedback app, Inclusion Aware and any other evaluation measures
20. Advocate and represent the Inclusion Agency and Gowrie SA in a professional manner conveying the value of the Program and broader inclusion principles in a positive way
21. Comply with Gowrie SA and Government branding requirements and use appropriate resources

General

22. Demonstrate commitment to and the provision of internal professional learning and critical reflection
23. Commitment to Gowrie SA vision, values and philosophy
24. Maintain confidentiality and professionalism
25. Demonstrate commitment to social justice
26. Other requirements as designated by the Team Leader, Assistant Program Leader, Program Leader and Chief Executive Officer.

Additional components of the Advisor role

- Increase IPs knowledge and understanding of the range of additional considerations and needs of children related to their specialist area
- Provide additional support for Inclusion Professionals working with complex child needs/diagnoses
- Collaborate with and assist other Inclusion Professionals with strategies specific to their specialist area
- Review and recommend resources related to their specialist area
- Keep the Inclusion Agency informed of current evidence based practice and/or research and interventions in their specialist area/discipline
- Provide feedback to Team Leaders about the appropriateness of advice and strategies IPs share with services and identify gaps in IP knowledge. Develop internal professional learning to meet those needs
- In consultation with Team Leaders, attend service visits with the IP related to their specialty area with the purpose of building the capacity of IPs
- The Advisor will document as a meeting on CRM any request for support, a summary of the advice provided and any agreed actions.

The Inclusion Professional Advisor caseload may be modified in consultation with the Program Leader.

Person Abilities/Aptitudes/Skills

- Effective written and verbal communication
- Ability to work collaboratively and to negotiate problem solving approaches
- Ability to work autonomously and demonstrate initiative
- Strong analytical and facilitation skills to maximise opportunities to support inclusion
- Ability to receive, and act on, constructive feedback
- Ability to set goals, reflect and review
- Ability to determine service priorities, and achieve identified outcomes within timeframes
- Provision of advice and support to IPs within their field of knowledge/experience

Knowledge

- Comprehensive knowledge of the ISP Guidelines
- Knowledge of current inclusion principles and practices
- Knowledge of the National Quality Framework, National Quality Standard and the Learning Frameworks (EYLF & MTOP)
- Knowledge of Workplace Health and Safety principles and practices
- Knowledge of Discrimination Laws
- Maintain a high level of knowledge and understanding of current and emerging evidence based practices their specialty area
- Consistently demonstrate knowledge, understanding and practice of adult learning principles
- Computer literacy, including knowledge of Microsoft Office and online systems such as Portals, Customer Relationship Management software and video conferencing

Additional non-negotiable requirements

- The Inclusion Professional and Advisor will work in flexible workspace arrangements (hot-desking)
- A current full driver's license
- The use of own vehicle may be required. Approved mileage costs will be reimbursed
- Travel will be required, varying from daily to overnight trips; approved travel costs will be reimbursed in line with Gowrie SA policies
- A current DCSI child related employment screening clearance will be required
- A signed statement of 'no adverse effects' will be required and updated regularly
- Laptop computers and mobile phones for work purposes are provided



**DECLARATION OF INCLUSION PROFESSIONAL
& ADVISOR**

Job & Person Specification

Approval by Program Leader:

Name:

Signature:

Date:

Acknowledged by Employee:

I have read the Inclusion Professional job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability from July 1 2019 to June 30 2021.

Name:

Signature:

Date:
