

## Position Description

<b>Position title:</b>	Developmental Educator	<b>Reports to:</b>	Manager, Specialist Support Services
<b>Program / Department:</b>	Disability Pathways	<b>Primary work location/s:</b>	Adelaide
<b>Direct reports:</b>	NA	<b>Key stakeholders:</b>	Disability Employees, NDIA, Specialist Practitioners NDIS Providers, Government Agencies, Community Organisations
<b>Award:</b>	SCHADS	<b>Classification:</b>	Level 5

### Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

### Our values

<b>Integrity</b>  Ensuring personal and corporate transparency and the highest ethical standards.	<b>Compassion</b>  Treating people and communities with empathy, dignity and fairness.	<b>Empowerment</b>  Releasing individual strengths that promote personal and community transformation.	<b>Innovation</b>  Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
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### About the role

Disability Pathways provides person centred support to people living with disability. Our aim is to support people to feel empowered, achieve positive outcomes and live their best lives.

The Developmental Educator is part of a specialised team at Baptist Care SA providing allied health and other support services to people with disability. They will have the skills, qualifications, and experience to assist people with disability to maximise support from their NDIS plan funding to build their capacity in daily living and enhance their quality of life. This will be achieved using an evidenced based approach to assess function and develop and implement strategies to increase functional skills, independence, and social participation, including the development of positive behaviour support plans. The Developmental Educator will also provide support and training to people with disability, their families, and staff to implement strategies and plans and work towards identified goals.

The Developmental Educator will work in partnership with a range of specialist practitioners, government agencies and community organisations, as well as Baptist Care SA's client engagement team and corporate service units to meet the needs of clients and enhance our service offering.

## Role responsibilities

### Provision of Developmental Education Services

- Develop strategies to support the client and their support team to learn new skills or strategies to improve overall quality of life, in line with the client's goals and preferences.
- Proactively engage with clients, their families, support teams and providers to develop, implement, monitor, and evaluate strategies and programs designed for clients on an individual or group basis.
- Develop and implement innovative approaches based on current practice in the field of Developmental Education to assist with complex behaviour support, while supporting the Specialist Support Services team in their role to facilitate personal planning and a person-centred approach to support.
- Complete Positive Behaviour Support assessment and planning with clients and implement the use of support strategies for clients and their supports in alignment with the values, knowledge and skills outlined in the NDIS Commission Positive Behaviour Support Capability Framework.
- Lead and work collaboratively with the Specialist Support Services team to provide a range of therapy and intervention services to people with disabilities and their families or support team, with a focus on emotional wellbeing and independence.
- Meet service provision targets, in consultation with the Manager, Specialist Support Services.
- Assist the Specialist Support Services team by undertaking Support coordination services at the request of the Manager if services demand requires.

### Professional Leadership, Capacity Building and Community Engagement

- Participate in clinical supervision and support other developmental educators within the team to engage in professional education and reflection.
- Develop and deliver professional support, training, and consultancy to support workers, clients and/or family members, including the creation of skill development programs.
- Engage and build effective working relationships with a range of stakeholders to meet the needs of clients, including families, community organisations and government agencies.
- Initiate, facilitate, and support consumer engagement, consultation, and feedback to the organisation.
- Grow and strengthen connections internally within Baptist Care SA, providing opportunity to develop organisational capacity to support people with disability.
- Contribute to the preparation of professional resources to support capacity building, training, and practice improvement at Baptist Care SA
- Work effectively and collaboratively with management and team members, sharing expertise and escalating issues appropriately.
- Actively promote the role of Developmental Educator and contribute to business development strategies and growth as part of a specialist team.

### Administration and Reporting

- Ensure that client records, referrals, service agreements and consents are appropriately managed and documented.
- Ensure that potential conflicts of interest in service delivery are appropriately managed and documented, including ensuring that clients are made aware of any potential for conflict of interest.
- Prepare reports for management as required.
- Manage information systems to record, analyse and report service information internally, to service partners and regulatory bodies in a timely manner.

### Person Centred Practice

- Actively utilise a person-centred approach to client engagement and service delivery and ensure all clients, their families and advocates are treated with dignity and respect.
- Ensure clients are encouraged and supported to participate in decisions that affect them and ensure that our services offer genuine opportunities for independence, choice, and control.
- Ensure that clients, carers, and their families are engaged, informed, and consulted with and that they receive timely and appropriate communication and information that is accessible and in a format that best suits them.
- Ensure that the views of clients, carers and families are incorporated into the design, review, and evaluation of services.

### Personal Accountability and Self-Care

- Actively pursue professional development opportunities to improve practice.
- Provide information about discipline specific professional development requirements to developmental educators and management via regular meetings.
- Prepare for and contribute to your own supervision.
- Prepare for clinical supervision, providing professional goals and examples in practise for reflection.

### Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

### Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

## About you

### The qualifications you bring

- A Bachelor of Disability and Developmental Education or equivalent qualification
- Current membership with Developmental Educators Australia Inc (or an equivalent professional body)

### The experience you bring

- Previous experience as a Developmental Educator or a similar role.
- Previous experience working with people with disability with high complex needs.
- Experience in and delivery of person-centred practice.
- Experience in the development of positive behaviour support plans and strategies.
- Demonstrated innovative and flexible approach to the development and delivery of assessments, supports and strategies.
- Positive attitude to actively working with clients and stakeholders to build relationships.
- Experience operating within the current NDIS environment, including knowledge of the operations of local providers, LACS, the NDIA and NDIS Commission and other relevant agencies.
- Experience in the profession and evidence of involvement in clinical supervision and professional development as required by the appropriate professional body and the NDIS Commission as outlined in the Positive Behaviour Support Capability Framework.

#### **The competencies (knowledge, skills and behaviours) you bring**

- Strong interpersonal skills
- High level written and verbal communication skills
- Demonstrated knowledge and understanding of the NDIS regulatory environment including the NDIS Rules, Practice Standards and Code of Conduct
- Evidence of effective stakeholder relationship management and the ability to undertake complex service planning and implementation.
- Ability to commit and be personally aligned to a value based Christian organisation ethos

#### **Other specific employment requirements**

- A current and valid DHS: Child-Related Employment Screening/WWCC
- National Police Clearance as per the Background Screening Check Policy
- Training – Child Safe Environments
- A valid NDIS Worker Screening Check
- Training – Apply First Aid (min HLTAID012)
- Ability and willingness to travel within South Australia as required
- A valid full South Australian drivers' license (C Class)

#### **Desired Requirements**

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

## **Your Confirmation of acceptance:**

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

### Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	P&C Business Partner	Version:	2
Effective Date:	February 2025	Review Date	February 2026