

## Role Description: all staff

It is the responsibility of each staff member to:

- be familiar with, and supportive of, the policies and philosophies of the Lifestart Co-operative,
- work with families so as to strengthen their ability to make decisions regarding their child.

All staff are required to:

- communicate effectively with families in response to their priorities and concerns.
- work holistically so that everyone in the family enjoys their involvement with Lifestart activities.
- work as a member of a transdisciplinary team, participating in the exchange of knowledge and skills among team members.
- document program goals and outcomes that are clear to families and other team members.
- work collaboratively with staff from other agencies in support of family priorities and needs, in ways which promote clear communication and effective partnerships,
- contribute to smooth transitions for families who are accessing new services, including families who are leaving Lifestart.
- develop and extend their professional knowledge.
- work flexibly in response to family needs.
- access interpreters where needed, following consultation with the Co-ordinator.
- contribute to the training and ongoing support of volunteers.
- prepare and/or present workshops, as required, to families and other professionals, in consultation with the Area Manager,
- participate in all-of-Lifestart staff meetings, plus branch and special purpose meetings as required.
- participate in community and professional networks.