

# Position Description:

# Program Support Assistant



<b>Role Title:</b> Program Support Assistant	<b>Department or Function:</b> Service Delivery
<b>Reports to:</b> Centre Area Manager	<b>Location:</b> Centre Based

## ROLE PURPOSE

To support teachers and therapy staff in the running of group sessions, including playgroups and small purpose groups

<b>General Responsibilities</b> All staff are required to: <ul style="list-style-type: none"><li>▪ Communicate effectively with families in response to their priorities and concerns.</li><li>▪ Work holistically so that everyone in the family enjoys their involvement with Lifestart activities.</li><li>▪ Work as a member of a transdisciplinary team, participating in the exchange of knowledge and skills among team members.</li><li>▪ Contribute to smooth transitions for families who are accessing new services, including families who are leaving Lifestart.</li><li>▪ Develop and extend their professional knowledge.</li><li>▪ Work flexibly in response to family needs.</li><li>▪ Contribute to the training and ongoing support of volunteers.</li><li>▪ Participate in all-of-Lifestart staff meetings, plus branch and special purpose meetings as required.</li><li>▪ Participate in community and professional networks.</li></ul>
<b>Program Support Assistants will:</b> <ul style="list-style-type: none"><li>▪ Carry out treatment techniques with allocated clients according to specified plan as directed</li><li>▪ Record outcomes of intervention</li><li>▪ Utilise and maintain specialised equipment and technology as per instructions.</li><li>▪ Help to prepare the environment</li><li>▪ Prepare teaching materials</li><li>▪ Help to clean up and pack away after session</li><li>▪ Carry out work according to latest best practice guidelines as directed</li><li>▪ Seek assistance when any uncertainty exists in relation to programs</li><li>▪ Follow description of work</li><li>▪ Prepare resources to carry out individual and group sessions</li><li>▪ Be familiar with individual children's goals, and assist with the implementation of strategies to assist each child to reach his or her goals, under the direction of teaching and therapy staff</li><li>▪ Ensure a system is in place for washing toys after handling and assist all staff and families to understand and use this system</li><li>▪ Ensure all equipment is in good order and organise repair and/or replacement as needed</li></ul>
<b>Communication</b> <ul style="list-style-type: none"><li>▪ Communicate effectively with key stakeholders, families and team members</li><li>▪ Liaise/network effectively within the organisation and with the wider community</li><li>▪ Work with other members and key stakeholders within team, family and school</li></ul>
<b>Management</b> <ul style="list-style-type: none"><li>▪ Demonstrate effective time management skills</li><li>▪ Participate in performance management and professional development as directed by supervisor</li><li>▪ Participate in quality assurance, maintain statistics and accountability for all activities as directed</li><li>▪ Represent the organisation within the community as far as the therapy assistant is an employee of that organisation</li><li>▪ Utilize computer and other technological support to carry out and evaluate work</li><li>▪ Carry out administrative duties as required</li></ul>
<b>Standards</b> <ul style="list-style-type: none"><li>▪ Demonstrate knowledge of Equal Employment Opportunities (EEO), OH&amp;S principles and the Disability Service Act (DSA)</li><li>▪ Maintain ethical and legal boundaries with clients, families and co-workers</li><li>▪ Maintain Duty of Care, confidentiality</li><li>▪ Support the rights of children and their families</li><li>▪ Empower children and their families</li></ul>

## Essential Competencies:

- Ability to work as part of a team
- Basic IT Literacy

Approved by: Denise Shaw, Chief Executive Officer

Date: 13 August, 2009