

## Position Description

### Clinician

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The Clinician is a special education teacher working as part of the SPELD NSW Clinic Team to:

- undertake client intake for new clients in the SPELD NSW Clinic
- undertake educational assessments and report writing for children, adolescents and adults who are experiencing learning difficulties as a part of the SPELD NSW assessment
- provide support, practical strategies, and recommendations to alleviate the effects of learning difficulties and disabilities

for children, adolescents and adults who may have specific learning disabilities. This position can be full time or 4 days per week.

### Basis of Employment

This role can be a 4 or 5 day per week. This role will be based in the SPELD NSW office in Parramatta. Although there is the ability to work from home as part of the role, to be discussed and agreed with the Executive Officer.

The SPELD NSW office is closed for 3 weeks over the summer holidays and re-opens 2 weeks before the school term re-commences in the new year; accrued annual leave is generally taken during this period. Additional flexibility can be discussed and agreed in relation to some part of the remaining school holidays.

### Main Duties / Responsibilities

#### Clinical Services

- 1) Undertaken intake for clients seeking an assessment from the SPELD NSW clinic including collation and review of client paperwork and assisting client to determine the appropriate assessment type
- 2) Conduct educational assessment of children, adolescents and adults as part of the SPELD NSW assessment in accordance with the national SPELD approach to such assessments.
- 3) Contribute to written reports on each individual assessment within a specified time frame in accordance with the SPELD NSW template report.
- 4) Provide practical strategies and recommendations to support the educational experience of children, adolescents and adults with learning difficulties and/or disabilities.

- 5) Provide consultation as a professional service to children, adolescents, adults and parents, as requested.
- 6) Liaise with other professionals (e.g. School and University psychologists/counsellors, speech pathologists, occupational therapists, teachers, clinical psychologists) and provide quality advice and services.
- 7) Review relevant current research evidence, and new and up-to-date tests, and adjust practice following consultation with psychologists engaged by other SPELD organisations.

### **Professional Learning and Education**

- 1) Provide professional learning suitable for teachers and other professionals, and for other interested parties, such as parents (if appropriate).
- 2) Provide advice and support to the executive officer and colleagues in matters of evidence-based literacy and numeracy practice.
- 3) Develop and extend own professional knowledge.

### **General Administration and Other Duties**

- 1) Maintain client records and statistical data, in accordance with established procedures and organisational requirements.
- 2) Provide feedback on service delivery, training and matters related to SPELD NSW assessment services.
- 3) Perform duties in accordance with relevant professional, government and organisation specific policies and procedures, including ethical and legal matters.
- 4) Participate in a continuous process to monitor, evaluate and develop services and performance.
- 5) Undertake other duties as directed

### **Relationships**

This position reports to the SPELD NSW Executive Officer.

The key interactions of the role are with:

- the Executive Officer.
- other members of staff and SPELD NSW volunteers, especially the SPELD NSW Clinic Team.
- SPELD NSW members, supporters and clients.
- SPELD NSW suppliers.

## What attributes are needed for the position?

### Essential

- 1) Registration as a teacher at least proficient standard with NESA.
- 2) Significant experience and training in the provision of intervention to students with literacy or and/or numeracy difficulties.
- 3) Experience and knowledge of evidence-based instruction, in particular, for students with learning disabilities.
- 4) Demonstrated proficiency in educational assessments and interview techniques with individuals from a wide variety of backgrounds.
- 5) Ability to develop positive rapport with children and adults.
- 6) Strong educational assessment report writing skills.
- 7) Strong interpersonal skills.
- 8) Demonstrated capacity to work independently and as part of a team environment.
- 9) Commitment to advocate on behalf of clients.
- 10) Commitment to extend own professional development. (SPELD NSW will make some professional development available.)

### Desirable

- 1) Masters of Special Education.
- 2) Specialist knowledge in the identification and remediation of specific learning disabilities.
- 3) Knowledge of professional literature (research).
- 4) Experience developing and running professional learning workshops.
- 5) Knowledge of the NSW school system.

### Appointment Prerequisites

- 1) Evidence of current registration with NESA
- 2) Current Working with Children Check

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