

Role Profile

| Position | |
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| Position Title | Early Childhood Early Intervention (ECEI) Coordinator |
| Classification | Level 2 |
| Business Unit/Program | Operation Services – Early Childhood Early Intervention |
| Relationships | |
| Reports to: | Program Manager |
| Direct reports: | NA |
| Purpose of the Position | |
| <p>ECEI Coordinators will be jointly responsible for delivery of the NDIS ECEI approach alongside children 0-6 years with disability or developmental delay and their families and carers.</p> <p>ECEI Coordinators will work within a transdisciplinary team to help families identify their child’s needs and goals, provide support to access community based and mainstream supports and deliver short-term interventions where appropriate and monitor progress with the family. Coordinators will also work collaboratively with services and community to support inclusion for children with disability and developmental delays.</p> <p>With prior working experience, specialist clinical skills and expertise, Level 2 Coordinators will work autonomously and may also provide support and mentoring to Level 1 coordinators as required.</p> | |
| Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i> | |
| Service Delivery | <ul style="list-style-type: none"> • Support children, families, carers and community with information to further understand what the NDIS and how it applies to them • Develop, implement and monitor family centred, goal based plans reflective of families identified priorities and in accordance with the NDIS Early Childhood Early Intervention model • Facilitate developmental assessments and prepare reports • Work within a trans-disciplinary team to provide group and individual interventions to support a child’s development • Provide support and guidance to Grade 1 ECEI Coordinators with assessments, planning and service delivery • Support the delivery of high quality ECEI services in accordance with the contract, program guidelines, ECIS best practice principals and relevant legislative obligations. • Adhere to work practices and documentation requirements to enable service level monitoring, evaluations and reporting against key performance Indicators (KPIs) • Build the capacity of children, families and carers to identify their goals, strengths and needs, and plan for their future |

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| | <ul style="list-style-type: none"> • Contribute to a positive team culture that empowers families to exercise choice and control and engage with the Scheme • Build and maintain positive working relationships with key stakeholders including mainstream and community organisations • Support partners, community and early childhood mainstream providers to facilitate inclusion and improve outcomes for children | | |
| Governance, Compliance and Quality Control | <ul style="list-style-type: none"> • Ensure familiarity, understanding and abide by Intereach policies and procedures as outlined in the Employee Handbook • Contribute towards policy development • Keep up-to-date with changes in government legislation, in relevant areas of responsibility • Identify and implement improvements to operational processes and procedures to enhance program functions • Maintain confidentiality • Adhere to relevant professional practice standards | | |
| People and Culture | <ul style="list-style-type: none"> • Participate in regular team meetings to discuss progress, issues, planning and professional development • Participate in supervision • Participate in training and development relevant to the role • Actively develop and maintain supportive relationships with all staff • Maintain and updates discipline specific skills • Own professional development needs are identified and updated as required | | |
| Financial | <ul style="list-style-type: none"> • When incurring expenses on behalf of Intereach, ensure this falls within budgetary guidelines | | |
| Work, Health and Safety | <ul style="list-style-type: none"> • Understand and comply with WH&S policies and procedures and legislative requirements • Communicate with WH&S representatives and supervisors, particularly regarding hazards in the workplace • Participate in programs to improve risk management, including health and safety within the workplace | | |
| Organisational | <ul style="list-style-type: none"> • Develop and maintain effective relationships with key stakeholders • Champion the values and principles of Intereach within all aspects of our work • Become familiar with all programs across the business • Actively promote Intereach services and programs within the broader community • Liaise with other Intereach teams/services in order to achieve maximum benefit from resources within the organisation | | |
| Core Competencies | | | |
| Core Competencies (As defined in the Intereach Code of Conduct Framework) | Intereach Value | Competency | Level Required |
| | Leadership | Communicating with impact | 1 |
| | | Focus on results | 1 |

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| | Partnership | Managing relationships | 1 |
| | | Working as a team | 1 |
| | Social Justice | Acts courageously | 1 |
| | | Respects and values differences | 1 |
| Selection Criteria | | | |
| Essential | <ul style="list-style-type: none"> • Tertiary qualifications and working experience in early childhood education or allied health industry and AHPRA, registration or equivalent professional body. • Demonstrated experience and independence in facilitating child development assessments, preparing reports and providing group and individual interventions for children with disability or developmental delay • Demonstrated experience supporting a team approach to assessments, planning and service delivery • Excellent written and oral communication, interpersonal and negotiation skills, with the ability to establish and maintain effective working relationships • Demonstrated well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadlines • Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain participant records • Demonstrated understanding of the National Disability Insurance Scheme, the ECEI approach and early childhood intervention and commitment to best practice principals. | | |
| Desirable | <ul style="list-style-type: none"> • Experience supervising new graduates and students • Hanen training and certification • Lived experience of disability • Networks within Culturally and Linguistically Diverse communities and/or Aboriginal and Torres Strait Islander communities | | |
| Mandatory Requirements | | | |
| Essential | <ul style="list-style-type: none"> • Current Working with Children Check for relevant State • Current drivers licence • Current Criminal Record Check or willingness to undergo check | | |
| Acknowledgement of receipt and understanding of the Role Profile | | | |
| Name | | | |
| Signature | | | |
| Date | | | |