

Role Profile

Position	
Position Title	Early Childhood Early Intervention (ECEI) Coordinator
Classification	Level 1
Business Unit/Program	Operational 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>	
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 is and how it applies to them • Develop, implement and monitor family centred, outcome focussed plans, reflective of families identified priorities and in accordance with the NDIS Early Childhood Early Intervention approach • Facilitate developmental assessments and prepare reports • Work within a supportive trans-disciplinary team to provide group and individual interventions to support a child’s development • 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, evaluation 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 • Contribute to a positive team culture that empowers families to exercise choice and control and engage with the Scheme • Actively support positive partnerships between children, families and carers, local organisations and the broader community to build a more inclusive community

	<ul style="list-style-type: none"> Build and maintain positive working relationships with key stakeholders including mainstream and community organisations 		
Governance, Compliance and Quality Control	<ul style="list-style-type: none"> Work collaboratively with ECEI managers to identify opportunities for quality and service development improvement 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 Maintains and updates discipline specific skills 		
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			
As defined in the Intereach Core Competency Framework	Intereach Value	Competency	Level Required
	Leadership	Communicating with impact	1
		Focus on results	1
	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 in facilitating child development assessments and writing reports • Demonstrated experience in providing group and individual interventions for children with disability or developmental delay using a family centred strengths based approach • 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 commitment to early childhood intervention best practice principals. 		
Desirable	<ul style="list-style-type: none"> • 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			