

Role Profile

Position	
Position Title	Early Childhood Early Intervention (ECEI) Coordinator - General
Classification	Level 1
Business Unit/Program	Operational Services – Early Childhood Early Intervention
Relationships	
Reports to:	Program Manager
Direct reports:	NA
Purpose of the Position	
The Early Childhood Early Intervention (ECEI) Coordinator - general, will work as part of the ECEI team to deliver family centred information and support in line with the NDIS ECEI approach for families of children 0-6, who have developmental delay or disability.	
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 the delivery of a high quality ECEI services following ECIS best practice principals and relevant legislative obligations • Contribute to a positive team culture that empowers children, families, carers and community with information to further understand what the NDIS is and how to access/engage with the scheme • Develop, implement, monitor and review family centred, outcome focussed NDIS plans, reflective of families identified priorities and in accordance with the NDIS Early Childhood Early Intervention approach • Build the capacity of families and carers to identify their child's strengths and needs and articulate functional, measurable, participation based goals for the future • Assist with developmental assessments including documentation of observations using a strengths based approach • Work within a supportive trans-disciplinary team to assist with group interventions as guided by level one/two registered allied health/education colleagues to enable a family to best support their child's development • Adhere to work practices and documentation/data entry requirements to enable service level monitoring, evaluation and reporting against key performance Indicators (KPIs) • Actively support positive partnerships between children, families and carers, local organisations and the broader community to build a more inclusive community
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

	<ul style="list-style-type: none"> 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 Supporting key stakeholders to provide feedback and document accordingly 		
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 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 work practices 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 qualification/certification or relevant experience in the area of allied health, family/disability support or early childhood education 		

	<ul style="list-style-type: none"> • Sound knowledge of child development and experience working with children and families with a family centred, strengths based approach • Ability to support families and carers to identify their child's strengths and needs and articulate functional, measurable, participation based goals for the future • Excellent written & oral communication, interpersonal and negotiation skills, with the ability to establish and maintain effective working relationships • Well-developed organisational, time management, administrative skills and computer literacy with the ability to plan, prioritise and meet deadlines • Working knowledge of regional mainstream and community supports and services for children • Demonstrated awareness 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"> • Lived experience of disability • Networks within Culturally and Linguistically Diverse communities and/or Aboriginal and Torres Strait Islander communities • Early Childhood Education/Intervention Experience
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	