

# Role Profile

Position	
<b>Position Title</b>	Program Manager – Early Childhood Early Intervention
<b>Business Unit/Program</b>	Operational Services – Early Childhood Early Intervention
Relationships	
<b>Reports to:</b>	Senior Manager – ECEI
<b>Direct reports:</b>	ECEI Coordinators
Purpose of the Position	
<p>The Program Manager will provide operational management and staff leadership to deliver the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) approach in their contracted area of responsibility. They will lead a transdisciplinary team to assist children (0 - 6 years) with disability and/or developmental delay, and their families to identify needs and goals, provide support to access community based and mainstream supports and deliver short-term interventions where appropriate.</p>	
Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i>	
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Ensure all services are delivered in accordance with the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) approach, Statement of Requirements and ECIA best practice guidelines</li> <li>• Create a whole of team culture that empowers children with developmental delay or disability, their families and carers to build and pursue their goals, exercise choice and control and engage with the Scheme</li> <li>• Lead the delivery of evidence based developmental assessments and individual interventions to support children’s functional capacity and progression towards developmental milestones</li> <li>• Increase awareness and capacity of mainstream and community support services to include and respond to the needs of all children</li> <li>• Participate in and lead community capacity building activities, including formal presentations as required</li> <li>• Contribute to the development, monitoring and evaluation of operational performance in line with organisational and contractual requirements</li> <li>• Develop and strengthen relationships with relevant key stakeholders to improve outcomes for children and families in local communities</li> <li>• Prepare detailed and relevant reports and plans as required</li> </ul>
<b>Governance, Compliance and Quality Control</b>	<ul style="list-style-type: none"> <li>• Ensure familiarity, understanding and abide by Intereach policies and procedures as outlined in the Employee Handbook</li> <li>• Contribute towards policy development</li> <li>• Keep up-to-date with changes in government legislation, in relevant areas of responsibility</li> </ul>

	<ul style="list-style-type: none"> <li>Identify and implement improvements to operational processes and procedures to enhance program functions</li> <li>Maintain confidentiality</li> <li>Implement and monitor quality improvement and risk management framework</li> </ul>		
<b>People and Culture</b>	<ul style="list-style-type: none"> <li>Participate in the recruitment and selection of employees and/or volunteers</li> <li>Supervise, support and build capacity in staff and/or volunteers to perform their role well</li> <li>Organise and chair regular team meetings to discuss progress, performance, issues, planning and professional development</li> </ul>		
<b>Financial</b>	<ul style="list-style-type: none"> <li>Analysis and monitoring of income, expenditure and budgets within respective portfolios</li> <li>Authorisation of expenditure within budgets, consistent with delegations</li> </ul>		
<b>Work, Health and Safety</b>	<ul style="list-style-type: none"> <li>Understand and comply with WH&amp;S policies and procedures and legislative requirements</li> <li>Communicate with WH&amp;S representatives and supervisors, particularly regarding hazards in the workplace</li> <li>Participate in programs to improve risk management, including health and safety within the workplace</li> </ul>		
<b>Organisational</b>	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships with key stakeholders</li> <li>Champion the values and principles of Intereach and NDIS within all aspects of our work</li> <li>Become familiar with all programs across the business</li> <li>Actively promote Intereach services and programs within the broader community</li> <li>Liaise with other Intereach teams/services in order to achieve maximum benefit from resources within the organisation</li> </ul>		
<b>Core Competencies</b>			
<b>Core Competencies</b> (As defined in the Intereach Code of Conduct Framework)	<b>Intereach Value</b>	<b>Competency</b>	<b>Level Required</b>
	Leadership	Communicating with impact	2
		Focus on results	2
	Partnership	Managing relationships	2
		Working as a team	2
	Social Justice	Acts courageously	2
Respects and values differences		2	
<b>Selection Criteria</b>			
<b>Essential</b>	<ul style="list-style-type: none"> <li>Tertiary qualifications and working experience in early childhood education or allied health industry and AHPRA registration or equivalent professional body</li> <li>Operation leadership experience within an early childhood intervention or paediatric focused setting</li> </ul>		

	<ul style="list-style-type: none"> <li>• Demonstrated experience and independence in facilitating child development assessments, preparing reports and providing group and individual interventions for children with disability or developmental delay through family centred and capacity building approaches</li> <li>• Demonstrated understanding of the National Disability Insurance Scheme, the ECEI approach and best practice guidelines</li> <li>• Excellent written and oral communication, interpersonal and negotiation skills, with the ability to communicate sensitively and effectively with all people to establish and maintain effective relationships</li> <li>• Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain participant records</li> <li>• Strong knowledge of regional and local services, supports and resources</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Lived experience of disability</li> <li>• Networks within Culturally and Linguistically Diverse communities and/or Aboriginal and Torres Strait Islander communities</li> </ul>
<b>Mandatory Requirements</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Current Working with Children Check for relevant State</li> <li>• Current drivers licence</li> <li>• Current Criminal Record Check or willingness to undergo check</li> </ul>
<b>Acknowledgement of receipt and understanding of the Role Profile</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	