

# Role Profile

Position	
<b>Position Title</b>	Early Childhood Early Intervention (ECEI) Coordinator – Allied Health/Education
<b>Classification</b>	Level 1
<b>Business Unit/Program</b>	Operational Services – Early Childhood Early Intervention
Relationships	
<b>Reports to:</b>	Program Manager
<b>Direct reports:</b>	NA
Purpose of the Position	
The Early Childhood Early Intervention (ECEI) Coordinator – Allied Health/Education, 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>	
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Support the delivery of a high quality ECEI services following ECIA best practice principals and relevant legislative obligations</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Facilitate developmental assessments including documentation of observations using a strengths based approach</li> <li>• Work within a supportive trans-disciplinary team to provide group and individual interventions to enable a family to best support their child's development</li> <li>• Adhere to work practices and documentation/data entry requirements to enable service level monitoring, evaluation and reporting against key performance Indicators (KPIs)</li> <li>• Actively support positive partnerships between children, families and carers, local organisations and the broader community to build a more inclusive community</li> </ul>
<b>Governance, Compliance and Quality Control</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with ECEI managers to identify opportunities for quality and service development improvement</li> </ul>

	<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> <li>• Identify and implement improvements to operational processes and procedures to enhance program functions</li> <li>• Maintain confidentiality</li> <li>• Adhere to relevant professional practice standards</li> </ul>		
<b>People and Culture</b>	<ul style="list-style-type: none"> <li>• Participate in regular team meetings to discuss progress, issues, planning and professional development</li> <li>• Participate in supervision</li> <li>• Participate in training and development relevant to the role</li> <li>• Actively develop and maintain supportive relationships with all staff</li> <li>• Maintains and updates discipline specific skills</li> </ul>		
<b>Financial</b>	<ul style="list-style-type: none"> <li>• When incurring expenses on behalf of Intereach, ensure this falls within budgetary guidelines</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 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>			
As defined in the Intereach Core Competency Framework	<b>Intereach Value</b>	<b>Competency</b>	<b>Level Required</b>
	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	
<b>Selection Criteria</b>			

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in early childhood education or allied health professions and AHPRA/VIT registration or membership with equivalent professional body</li> <li>• Sound knowledge of child development assessments and strengths based report writing</li> <li>• Sound knowledge of group and individual interventions for children with disability or developmental delay using a family centred strengths based approach</li> <li>• Excellent written and oral communication, interpersonal and negotiation skills, with the ability to establish and maintain effective working relationships</li> <li>• Well-developed organisational, time management, administrative skills and computer literacy with the ability to plan, prioritise and meet deadlines</li> <li>• Working knowledge of regional mainstream and community supports and services for children</li> <li>• Demonstrated awareness of the National Disability Insurance Scheme, the ECEI approach and commitment to early childhood intervention best practice principals</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Hanen training and certification (for speech pathologists)</li> <li>• Lived experience of the impact of existing or acquired disability upon individuals, carers and community</li> <li>• Networks within CALD 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>	