

Role Profile

Position	
Position Title	Early Childhood Early Intervention (ECEI) Coordinator – Allied Health/Education
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 – 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>	
Service Delivery	<ul style="list-style-type: none"> • Support the delivery of a high quality ECEI services following ECIA 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 • Facilitate developmental assessments including documentation of observations using a strengths based approach • Work within a supportive trans-disciplinary team to provide group and individual interventions 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"> • Work collaboratively with ECEI managers to identify opportunities for quality and service development improvement

	<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 • 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 in early childhood education or allied health professions and AHPRA/VIT registration or membership with equivalent professional body • Sound knowledge of child development assessments and strengths based report writing • Sound knowledge of 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 • 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 principles
Desirable	<ul style="list-style-type: none"> • Hanen training and certification (for speech pathologists) • Lived experience of the impact of existing or acquired disability upon individuals, carers and community • Networks within CALD 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	