

# Role Profile

Position	
<b>Position Title</b>	Early Childhood Early Intervention (ECEI) Coordinator – Allied Health/Education
<b>Classification</b>	Level 2
<b>Business Unit/Program</b>	Operation Services – Early Childhood Early Intervention
Relationships	
<b>Reports to:</b>	Program Manager
<b>Direct reports:</b>	NA
Purpose of the Position	
<p>The Early Childhood Early Intervention (ECEI) Coordinator – Level 2 - 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.</p> <p>With prior working experience, specialist clinical skills and expertise, Level 2 Coordinators will work autonomously and may also provide support and mentoring to Level 1 coordinators and students as required.</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>• 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>• Facilitate developmental assessments, document observations using a strengths based approach and make recommendations regarding appropriate support pathways for children aged 0-6 referred to Intereach</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>• 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>• Develop, implement and monitor family centred, outcome focussed short term support plans AND/OR NDIS plans ,reflective of families identified priorities and in accordance with the NDIS ECEI approach</li> <li>• Measure and report on individual and family outcomes and support families to exit Intereach short term support program to appropriate funded or community/mainstream supports in accordance with the ECEI approach</li> </ul>

	<ul style="list-style-type: none"> <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>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>Maintain and updates discipline specific skills</li> <li>Own professional development needs are identified and updated as required</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>

**Core Competencies**

	<b>Intereach Value</b>	<b>Competency</b>	<b>Level Required</b>
<b>Core Competencies</b> (As defined in the Intereach Code of Conduct Framework)	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 and working experience in early childhood education or allied health industry and AHPRA registration or membership with equivalent professional body</li> <li>• Sound knowledge of typical and atypical child development across multiple domains</li> <li>• Demonstrated experience and skills in facilitating a team approach to child development assessments, preparing reports and providing family centred group and individual interventions for children with disability or developmental delay</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 understanding of the National Disability Insurance Scheme, the ECEI approach and early childhood intervention and commitment to best practice principals</li> </ul>		
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience supervising new graduates and students</li> <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>• Experience working with 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>			