

# Role Profile

## About us

For over 45 years, Intereach has been working throughout the Riverina Murray region of NSW and northern Victoria to strengthen and support communities and to improve the social and personal wellbeing of children, families, older people, carers and people with a disability.

Intereach is a leader amongst community organisations. Today, we span 38 local government areas and have more than 400 staff who deliver more than 30 programs.

At Intereach, we are committed to developing community infrastructure and supporting rural and regional communities. Our Vision of Strong Supported Communities is what drives us daily to ensure our local communities are at the heart of everything we do.

## Our Purpose

- Strengthen and improve social and personal wellbeing for individuals, families and communities;
- Promote and facilitate access, equality and social justice; and
- Deliver services locally that are of quality and have value.

## Our Values

- **LEADERSHIP** - We use our social influence to motivate others to reach their full potential.
- **PARTNERSHIPS** - We work collectively with others toward a common goal of positive social and cultural change.
- **SOCIAL JUSTICE** - We protect and promote human rights by recognising that all people are free and equal in dignity and rights.

## Position Details

<b>Position Title:</b>	Early Childhood Early Intervention Coordinator
<b>Department:</b>	NDIS
<b>Function:</b>	Service Delivery
<b>Award:</b>	Health Professionals and Support Services Award 2010
<b>Reports to:</b>	Program Manager Early Childhood Early Intervention
<b>Direct reports:</b>	N/A
<b>Purpose of the Position:</b>	The Early Childhood Early Intervention (ECEI) Coordinator will deliver family centred early intervention in line with the NDIS ECEI approach for children (0-6 years) who have developmental delay or disability in order to promote positive outcomes.

## Key Responsibilities

*(the following is not exhaustive and may include others as directed from time to time)*

<b>Operations</b>	<ul style="list-style-type: none"> <li>• Coordinate all aspects of operations for portfolio of responsibility in line with Program priorities</li> <li>• Delivery of the program in line with the Intereach strategic plan</li> <li>• Responsible for the achievement of KPI's to ensure the delivery of timely and accurate reporting</li> <li>• Establish and maintain effective and ongoing working relationships with key stakeholders</li> <li>• Represent and promote work of Intereach within the community</li> <li>• Foster a strength based and person-centred approach across the organisation</li> <li>• Monitor and verify accuracy of data entry</li> <li>• Assist in the delivery of a high quality ECEI service following the NDIS ECEI approach, ECIA best practice principles and relevant legislative obligations</li> <li>• Build the capacity of families and carers to meet their child's developmental needs and achieve their goals</li> <li>• Actively build positive partnerships with key stakeholders and the broader community to build a more inclusive community</li> <li>• Work collaboratively with ECEI managers to identify opportunities for quality and service development improvement</li> <li>• Assess the nature of supports that will be most effective for a child based on their individual circumstances, and assist the family or carer/s to access appropriate referral pathways</li> <li>• Work within a supportive transdisciplinary team to provide group and individual interventions to enable a family to best support their child's development</li> <li>• Develop, implement, monitor and review outcome focused NDIS plans, reflective of families identified priorities and in accordance with the NDIS ECEI approach</li> </ul>
<b>Governance, Compliance and Quality Control</b>	<ul style="list-style-type: none"> <li>• Maintain a thorough understanding of and abide by Intereach Code of Conduct, frameworks and policies</li> <li>• Contribute towards policy development, implementation and compliance</li> <li>• Keep up-to-date and adhere to government legislation and industry standards, in relevant areas of responsibility</li> <li>• Identify and share feedback relating to improvements to operational processes and procedures to enhance program functions</li> <li>• Implement and monitor quality improvement and risk</li> <li>• Maintain confidentiality</li> </ul>
<b>People and Culture</b>	<ul style="list-style-type: none"> <li>• Support staff and/or students to perform their role well</li> <li>• Maintaining a positive organisational culture by demonstrating and promoting the qualities and behaviours of the Intereach Fundamentals</li> <li>• Contributing to a culture that ensures a safe working environment and promotes health and well being</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate Intereach fundamentals within own behaviour and embed across all aspects of the organisation</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Ensure all expenditure is consistent with delegations</li> </ul>
<b>Work, Health and Safety</b>	<ul style="list-style-type: none"> <li>• Responsibility to identify and mitigate organisational risk</li> <li>• Understand and comply with WH&amp;S policies and procedures and legislative requirements</li> <li>• Contribute to the development, implementation and evaluation of risk management plans for relevant program</li> </ul>

## The Position Holder Specifications

The below information outlines the key behaviours, skills, experience and mandatory requirements required to successfully undertake the role.

### Intereach Fundamentals

The Intereach Fundamentals is a framework of behavioural qualities, which when observed and demonstrated, define a level of competency in working behaviour. Within each of the qualities, the *behaviour observations* and *behaviour indicators* have been broadly defined at two different levels;

- Level 1 - The Individual Contributor; and
- Level 2 - The Manager

(refer to intranet for full framework and for further information on how the fundamentals work for Individual contributor and The Manager)

<b>Fundamental Level for this position:</b>	Level 1
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### Qualities

<b>Acting with Integrity</b>	At Intereach we demonstrate integrity through personal and professional behaviour, which is person centred, open, honest and ethical, including being willing to act when these standards are compromised
<b>Being Professional</b>	At Intereach we demonstrate professional behaviour by taking responsibility for our own performance, at the same time considering the needs and priorities of others
<b>Respect for Diversity</b>	At Intereach we adopt a human rights approach and value an inclusive culture that respects diversity, people's difference and life experience
<b>Intereach First</b>	At Intereach we value collaboration and sharing information within and across programs and teams, to enhance our ability to engage with and understand our community, and to ensure we deliver better-quality services
<b>Communicating Successfully</b>	At Intereach, we communicate effectively using a strength-based approach to ensure we convey and share information and ideas with others, including clarifying our understanding and taking into consideration different viewpoints
<b>Knowledge Sharing and Learning</b>	At Intereach we develop skills, knowledge and practice by keeping abreast of changes within specific fields of focus and promote a knowledge of sharing and continuous learning culture

### Selection Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Early Childhood Education, Allied Health Assistant or related qualification and/or experience working with children and families with a family centred, strengths-based approach</li> <li>• Sound knowledge of conducting child development assessments</li> </ul>
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	<ul style="list-style-type: none"> <li>• Sound knowledge of planning and facilitating 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 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>• Lived experience of disability</li> <li>• Experience with or understanding of Culturally and Linguistically Diverse communities and/or Aboriginal and Torres Strait Islander communities</li> </ul>

**Mandatory Requirements and Checks**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Current driver's licence</li> <li>• Current Working with Children Check for relevant State or Territory</li> <li>• Current Criminal Record Check (&lt; than 6 months old) or willingness to undergo check</li> <li>• NDIS Worker Screening Check</li> <li>• Ability to travel as required</li> </ul>
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**Acknowledgement of receipt and understanding of the Role Profile**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	