

POSITION DESCRIPTION

1. **TITLE:** ECEI Coordinator – Early Childhood Early Intervention (ECEI)
2. **REMUNERATION:** UnitingCare Community Enterprise Agreement 2012 – 2014
Schedule Professional & Administrative Workers -
Level 5.1 – 5.3
3. **PROGRAM OR SERVICE:** Early Childhood Early Intervention
4. **REGION AND/OR LOCATION:** Townsville, Mackay, Toowoomba or Robina
5. **OUR VALUES :**

UnitingCare acknowledges that people are informed by a variety of belief systems. As a Staff member we require you to work together on the basis of shared values. Our 'Shared Values' are - *Compassion, Respect, Justice, Working Together, Leading through Learning*. These values should be expressed through your actions, behaviour, practices and the outcomes of your work. Alignment to these values is fundamental to the requirements of this role.

6. **OUR COMMITMENT:**

- 6.1 Towards Zero Harm principles drive the way we think about safety and safety is embedded in everything we do.
- 6.2 UnitingCare is committed to being a child safe, child friendly organisation and for all children who come into contact with our services we will provide welcoming, safe and nurturing services, prevent child abuse and neglect within our services and appropriately and immediately address child abuse and neglect if it does occur.
- 6.3 We believe in the strength of a diverse and inclusive workforce to help us achieve the best outcomes for the people we serve.

7. **PURPOSE OF POSITION:**

To work actively alongside young children (0-6 years) with developmental delay or disability and their families within the early childhood early intervention approach, identifying appropriate pathways of support that are individually tailored and responsive to identified developmental needs.

8. **KEY RESPONSIBILITIES:**

- 8.1. Work within the principles of the ECEI Approach under the National Disability Insurance Scheme (NDIS) Partner in Community arrangement between UnitingCare and the National Disability Insurance Agency (NDIA).
- 8.2. Successfully “get to know” the children with developmental delay or disability and their families by becoming familiar with their unique daily life circumstances, aspirations, gifts, talents and life potential.
- 8.3. Support families to hold a vision of a positive future for their child with a developmental delay or disability.

- 8.4. Meet with the children and their families and utilise a best practice family centred conversation approach to determine with the family the best early intervention support pathway in order to meet the child's developmental needs.
- 8.5. Support families with their NDIS early childhood early intervention journey.
- 8.6. Provide sound, accurate, timely and up to date information to families.
- 8.7. Build and maintain strong relationships with families and their community organisations', service providers and education settings to advance the social value and inclusion of all children with developmental delay or disability.
- 8.8. Support families to access the full range of mainstream and community services available to young children and families in the service area.
- 8.9. Keep current and up to date data collection and monitoring tool/s.
- 8.10. Work collaboratively with the ECEI Coordinator Community to support community participation and inclusion for children and families.
- 8.11. Comply with organisational requirements including, but not limited to, reporting of service issues, completion of documentation, attendance at training and participation in meetings.
- 8.12. Work in collaboration with the service area Team Leader and administration team to achieve effective and efficient management of resources including staff, records, budgets and vehicles.
- 8.13. Recognise and uphold the right to privacy, dignity and confidentiality of the child being supported and their family.
- 8.14. Comply with organisational requirements including, but not limited to, UnitingCare Code of Conduct, policies, procedures and values, completion of high quality reporting, participation in training and attendance at meetings.
- 8.15. Work in collaboration with the service area Team Leader and ECEI Coordinator's to implement best practice and deliver high quality support.
- 8.16. Work flexibly and cooperatively as part of an ECEI team to ensure the team as a whole is able to achieve outcomes and contractual obligations.
- 8.17. Production of reports as required.

9. ACCOUNTABILITY:

This position is accountable to the service area Team Leader and to young children with developmental delay or disability and their families.

10. SELECTION CRITERIA:

- 10.1 Demonstrated commitment to actively working in partnership with young children with developmental delay or disability and their families to build opportunities for them to personally connect with and contribute to community, and achieve personal goals.
- 10.2 Proven practice experience in the application of evidence-based practice in early childhood early intervention; the principles of family governance, personal autonomy, choice and control and intentional safeguarding; demonstrated commitment to the promotion of the social value and social

inclusion of all children; capacity to identify individual vulnerabilities and apply intentional safeguards; knowledge and experience with a range of planning and vision building technologies.

- 10.3 Ability to work effectively and constructively across all stakeholders, including community members and organisations.
- 10.4 Ability to work within established direction and guidelines as well as participate as an effective team member.
- 10.5 Demonstrated ability to use initiative, make well informed decisions and problem solve.
- 10.6 High level verbal and written communication skills demonstrated by the ability to relate well to all people, work as part of a team and to maintain accurate records.
- 10.7 Ability to work within the beliefs, mission, values and policies of UnitingCare and adhere to the provisions of the Workplace Health and Safety and other relevant Legislation.
- 10.8 Demonstrated capacity for working flexibly, cooperatively and with a high degree of resilience.

11. ADDITIONAL REQUIREMENTS / INFORMATION:

- 11.1 A relevant tertiary qualification, early childhood experience and experience with social inclusion will be required.
- 11.2 Current Drivers Licence - Presentation of a current Drivers Licence must be made before your appointment to the position can be confirmed. Ability to use a private vehicle and manage tax reimbursements.
- 11.3 All adults who work with people under 18 years in QLD are required to undergo a “Working with Children Check” under the screening provisions of the Commission for Children and Young People Act (2000) and obtain a Suitability Card (Blue Card). Employment is conditional upon presentation of a current Suitability Card.
- 11.4 A criminal history check will be conducted on the recommended person for this position.
- 11.5 The successful applicant must be eligible to legally work in Australia and proof of eligibility may be requested.
- 11.6 Employment is conditional upon completion of UnitingCare and NDIS induction training.
- 11.7 Capacity and willingness to work outside of standard business hours, on occasion if required.
- 11.8 Capacity and willingness to take on additional responsibilities, on occasion if required.
- 11.9 Engagement in ongoing professional development to renew and develop skills and participation in regular supervision to enhance their role.

12. KEY PERFORMANCE INDICATORS:

- 12.1 A deep knowledge, understanding and commitment to evidence-based practice in early childhood early intervention.
- 12.2 Evidence that children with a developmental delay or disability and their families are successfully linked to their community where their unique gifts are acknowledged and rewarded, so that the child, their family and the wider community benefits .
- 12.3 That children and their families have increased capacity and agency in order to reduce reliance on formal disability supports in the future.
- 12.4 Strong internal and external relationships.

- 12.5 Evidence that families and the wider community have become more confident and competent in the successful welcoming and inclusion of all children.
- 12.6 Engagement in ongoing professional development to renew and develop skills and participation in regular supervision to enhance the role.
- 12.7 A service that is operating within budget.
- 12.8 Capability to perform under relevant organisational leadership expectations in: leading the shared values, accountability, towards zero harm, knowledge and competence, sustainability, managing strategy, managing business managing people.
- 12.9 Operating style is consistent with UnitingCare values and is culturally inclusive, maintains confidentiality and is respectful of both staff and children and families.
- 12.10 Ability to work effectively and constructively across all stakeholders, including application of the principles of family governance, personal autonomy, choice and control and intentional safeguarding.
- 12.11 Take responsibility for decisions and other day to day requirements for the efficient management of the service.

APPROVED BY:

C Thomas

19/01/18

Cathy Thomas Group Executive-Integrated Services SEQ

Date