

Position Description

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| Position title: | Early Childhood Early Intervention (ECEI) Coordinator – Early Educator |
| Salary: | As per contract |
| Classification: | As per contract |
| Award: | As per contract |
| Hours: | As per contract |
| Position tenure: | Permanent Ongoing |
| Remuneration benefits: | <ul style="list-style-type: none"> • 9.5% superannuation • Salary packaging (including novated leasing) |
| Work unit / location: | Central Highlands |
| Reports to: | Area Manager Early Childhood Early Intervention (ECEI) Service |
| Program: | NDIS Early Childhood Early Intervention (ECEI) Service |

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

The life-changing impact you can have on so many people and the challenges you'll face in doing this well, will make you feel passionate about your job in ways that very few other roles can.

Each of the clients you meet, and the colleagues you work with, are incredibly diverse and have a unique situation and story to share. You will draw a strong sense of social connection from constant interaction with these groups.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Reporting to the Area Manager NDIS ECEI Service, the ECEI Coordinator - Early Educator will be a part of a team that will implement the NDIS ECEI approach to assist all children with developmental delay and/or disability, and their families to achieve better long term outcomes through support services in their local community.

The ECEI team will build and work collaboratively with existing specialist and universal services within a child's local community to maximise opportunities for inclusion and participation for the child and family. A focus of this approach is to ensure that the children receive the supports required according to their individual need.

As a member of a trans-disciplinary team the incumbent will be integral to the NDIS ECEI approach in the service delivery area.

The role requirements are as follows:

- Providing family centred support.
- Provide centre-based and outreach services to families of 0-6 year old children who are experiencing developmental delay and/or disability.
- Facilitate community connections.
- Provide support to families via family capacity building.
- Liaise with relevant stakeholders.
- Have an understanding of referral pathways to ensure the right help is given at the right time.
- Complete trans-disciplinary assessments including developmental screening and assessments required by the NDIS.
- Develop goals and plans with every client inclusive of other team members involved in the care and management of that client in accordance with the NDIS ECEI approach.
- Plan and deliver initial supports to families which may include but is not limited to group-based therapy programs.

Key objectives, duties and responsibilities

The ECEI Coordinator – Early Educator will:

- Provide guidance and parenting education to clients on aspects of care for the child and parenting within the scope of the role and within the scope of professional practice.
- Demonstrate a high level of commitment to the service that reflects a positive engaging culture with all encounters including client groups, individual clients and stakeholder discussions.
- Promote the program focusing on key target groups as a priority.
- Maintain good relationships with an understanding of other agencies to ensure clients are referred to the right service at the right time.
- Work with other agencies to develop pathways so that the service maintains and add value to existing services but does not seek to replace other services or initiatives.
- Provide input to senior staff on development of policies and procedures pertaining to the program.
- Follow all organisational procedures and adhere to policies.
- Maintain accurate records and statistical information.
- Maintain the physical environment and equipment to a high standard.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Knowledge and experience in the provision of interventions for families with children 0-6 years.
2. High level knowledge of child development including milestones and behaviours of children aged 0-6 years.
3. Demonstrated understanding of the National Disability Insurance Scheme Act (2013) and experience in working with families with high needs.
4. The ability to deliver the program to individuals and groups.
5. The ability to identify client circumstances that need additional input from a health professional.
6. The ability to work independently and in a team.
7. Be able to prioritise and manage conflicting demands.
8. Excellent interpersonal and communication skills.
9. The ability to maintain accurate records and record statistical information.
10. A commitment to continuous improvement and quality care.
11. Knowledge and experience in the use of Microsoft Office suite of programs and familiarity with internet and web-based applications.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. Qualifications in Early Childhood Education.

Desirable:

1. Experience in working within a community or human services setting.

Other requirements:

1. Ability to travel across the service delivery area and work independently as required.
2. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check (or Victorian Institute of Teaching Registration) will be required for this role (must be obtained prior to commencement).
3. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This check is renewed every 2 years.
4. A Disability Worker Exclusion Scheme (DWES) check shall be undertaken prior to appointment.
5. In addition and prior to appointment, a DHHS and NDIA security clearance shall be undertaken. At times, clearance may take longer than 28 days which delays appointment.
6. Prior to appointment, credentialing documentation must be completed and verified.
7. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
8. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people,

people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

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| Approved (Job title): | Executive Director NDIS Services |
| Date: | 06.05.2019 |

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /