

POSITION DESCRIPTION

Senior Early Childhood Early Intervention (ECEI) Coordinator

This position description describes the scope and skills required of the Senior ECEI Coordinator at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION:	Senior ECEI Coordinator
DEPARTMENT:	National Disability Insurance Scheme (NDIS) ECEI Services
REPORTS TO:	Team Leader – ECEI

POSITION SUMMARY:

Reporting to the Team Leader, the Senior ECEI Coordinator will lead a team of ECEI Coordinators to support participants to maximise their opportunities for accessing and coordinating the services they need in accordance with the NDIS ECEI model.

As a member of a transdisciplinary team the Senior ECEI Coordinator, will be integral to the delivery of the NDIS ECEI model. The Senior ECEI Coordinator will work closely with families to support them to identify their child's service and support needs and to set goals that will assist the child in everyday environments. The Senior ECEI Coordinator uses a family-centred approach to gather information to identify the appropriate pathway for children and their families. This may include access to the NDIS, short term interventions or community and mainstream supports, or a combination of these. The Senior ECEI Coordinator will provide supervision and support to their team of ECEI Coordinators.

POSITION ACCOUNTABILITY:

The Senior ECEI Coordinator will primarily lead a team of ECEI Coordinators in the provision of service to children and families in accordance with the NDIS ECEI model and additionally is responsible for the management of a case load including complex cases.

Primary services provided include but will not be limited to:-

- Be responsible for assessment, planning and delivery of services as per the scope of the role.
- Deliver services in accordance with the appropriate level and expectations of the Link HC ECEI capability framework.
- Understand the scope of practice of a Senior ECEI Coordinator involved in the provision of services and thereby work within appropriate levels of delegation.
- Apply knowledge and experience in areas of expertise when delivering services/supports to families/children.
- Understand and adhere to all legislative and compliance requirements of the ECEI program and Link HC.
- Conduct Performance Reviews and develop Performance Plans.

POSITION ACCOUNTABILITY: (Continued)

- Utilise evidence based practice in the delivery of services and adhere to relevant best practice guidelines.
- Adopt a family centred approach to gather information to identify the appropriate pathway for children and their families.
- Develop goals and plans with individual participants; including short term intervention plans in accordance with the NDIS ECEI model.
- Deliver information sessions to families and the community, where appropriate, with the intention to build capacity, awareness and inclusion.
- Adhere to professional practice standards.
- Adhere to the NDIS ECEI Statement of Requirements (SoR).
- Undertake accurate and timely documentation and communication. This includes but is not limited to statistical information, clinical notes, reports, responses to inquiries, verbal and written documentation to referrers, participants and others.
- Monitor and respond appropriately to identify clinical and organisational risk by applying the organisations Risk Management Frameworks to minimise risk exposure for areas of responsibility
- Monitor and mentor staff to ensure workflow and service delivery is effective, efficient and to quality standards and key performance indicators are met.
- Identify key learning gaps to ensure service quality standards are met.
- Work collaboratively with Team Leader and Manager ECEI to ensure key deliverables and quality outcomes are met as per the contract KPI's.
- Initiate quality improvement activities and participate in research. Instil continual improvement culture within the team.
- Undertake professional development as agreed to in the annual Performance Plan.
- Provide high quality supervision to ECEI Coordinators within the team.
- Support and mentor ECEI Coordinators and assist them to work efficiently and effectively to meet their KPI's.
- Other duties as directed.

PERFORMANCE MEASURES:

- Demonstrated skills in the evaluation and implementation of evidence based practice.
- Demonstrated understanding of the *National Disability Insurance Scheme Act (2013)*.
- Proactive, constructive and creative approaches to problem solving for individual participants and service development.
- Be able to provide support and guidance to ECEI Coordinators with regards to assessment, planning and service delivery in an early intervention setting.
- Demonstrated experience in providing education, support, and coaching.
- Demonstrated skills in organisation, time management, planning and priority setting.
- Ability to fulfil the key objectives, duties and responsibilities required in the role.
- Excellent interpersonal and communication skills. Ability to listen, lead and influence.
- Demonstrated interest in participation in transdisciplinary collaborative practice.
- Demonstrated skills and experience to provide supervision and support.

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to people in the East and South-East of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community's vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises the health of individuals and the community, is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly
- Recognises that client, community and employee engagement in all aspects of our activities are essential for effective governance
- Strives to provide quality services, in a professional, timely manner to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational values are:

- We **care** for our community and for the people who use our services
- We **listen** to people who need our services and we advocate for our community
- We provide **accessible**, innovative, and high-quality services and programs
- We **partner** with other organisations to ensure the development and delivery of better services
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC's Code of Conduct and policies and procedures.

KEY SELECTION CRITERIA

- Demonstrated high level understanding of the National Disability Insurance Scheme Act (2013).
- Proven expert level knowledge and experience in the provision of interventions for families with children 0-6 years.
- Demonstrated high level knowledge of child development including milestones and behaviours of children aged 0-6 years.
- Demonstrated experience in dealing with and/or high level of understanding risks when working with clients and application of safety precautions.
- Proactive, constructive and creative approaches to problem solving for individual clients and service development.
- Demonstrated skills in organisation, time management, planning, data reporting and priority setting.
- Demonstrated ability to provide support and guidance to other staff with regards to assessment, planning and service delivery in an early intervention setting.
- Excellent interpersonal and communication skills. Ability to listen, lead and influence.
- Demonstrated experience in continuously improving the quality of customer services and business practices.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Bachelor Degree in an appropriate Allied Health discipline or Early Childhood Education.
- AHPRA registration or equivalent professional membership.
- Ability to maintain registration compliance standards.
- At least five years' experience post-registration preferably in a similar role.
- Experience in service delivery in an area relevant to the role.
- CPR and First Aid Certification.
- Ability to travel across areas and work independently as required.
- Previous experience in a similar role, Early Intervention or Community Health setting.

Desirable

Additional qualifications in mentoring/coaching and supervision.

Mandatory Requirements

- Citizenship or evidence of working rights in Australia.
- Current National police check.
- An International police check, if the position holder has worked overseas for a period of 12 months in the last 10 years.
- Working with Children check.
- Disability Worker Exclusion Scheme (DWES).
- Australian Tertiary qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency.
- Credentialing and compliance requirements.

- Registration with a regulatory body or equivalent professional membership (as determined)
- Victorian Driver Licence.
- A reliable vehicle.
- First Aid Certification inclusive of CPR.
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role.

Approved: _____

Debra Inverarity
General Manager, NDIS ECEI Services

I acknowledge and agree that the above position description is an accurate reflection of the Senior ECEI Coordinator

Signed:

Employee

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.