

POSITION DESCRIPTION

Early Childhood Early Intervention (ECEI) Coordinator

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

POSITION:	ECEI Coordinator
DEPARTMENT:	NDIS ECEI Services
REPORTS TO:	Senior ECEI Coordinator

POSITION SUMMARY:

Link HC is the NDIS ECEI Community Partner for Inner and Outer Eastern Melbourne, Southern Melbourne and Inner and Outer Gippsland areas. The ECEI approach supports children aged 0-6 years who have a developmental delay or disability and their family/carers. The ECEI approach supports families to help children develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life.

The ECEI Coordinator will support participants to maximise their opportunities for accessing and coordinating the services they need in accordance with the National Disability Insurance Scheme (NDIS) ECEI model.

As a member of a transdisciplinary team the ECEI Coordinator, will be integral to the delivery of the NDIS ECEI model. The 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 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.

POSITION ACCOUNTABILITY:

The ECEI Coordinator will provide services to children and families in accordance with the NDIS ECEI model.

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

- 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 an 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.
 - 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.
 - Adhere to professional practice standards.
 - Adhere to the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (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 enquiries, verbal and written documentation to referrers, participants and others.
 - Initiate quality improvement activities and participate in research.
 - Undertake professional development as agreed to in the annual Performance Plan.
 - Deliver on key performance indicators of the ECEI Partners in the Community program.
- Other duties as directed

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service and Early Childhood Early Intervention (ECEI) Partner in the Community (PITC), providing a comprehensive range of health, early childhood and community services.

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

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. Be able to prioritise and manage conflicting demands.
6. Excellent interpersonal and communication skills.
7. The ability to maintain accurate records and record statistical information.
8. Knowledge and experience in the use of Microsoft Office suite of programs and familiarity with internet and web-based applications.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Citizenship or evidence of working rights in Australia.
- Bachelor Degree in an appropriate Allied Health discipline or Early Childhood Education.
- AHPRA registration or equivalent professional membership.
- Ability to maintain registration compliance standards.
- Experience in service delivery in an area relevant to the role.

Desirable

- Experience working with children and families/carers.
- Previous experience in a similar role, Early Intervention or Community Health setting.

Mandatory Requirements

- 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 requirements.
- Registration with a regulatory body or equivalent professional membership (as determined)
- Working rights within Australia.
- 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 ECEI Coordinator role.

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.