

## Position Description

<b>Position title:</b>	Early Childhood Early Intervention (ECEI) Coordinator – Allied Health Professional Occupational Therapist/Speech Pathologist/Physiotherapist or equivalent
<b>Salary:</b>	Dependent on skills and qualifications
<b>Classification:</b>	Dependent on skills and qualifications
<b>Award:</b>	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement 2017 - 2021
<b>Hours:</b>	76 hours per fortnight (or 80 hours per fortnight with an ADO every four weeks)
<b>Position tenure:</b>	Permanent
<b>Remuneration benefits:</b>	<ul style="list-style-type: none"> <li>• 10% superannuation</li> <li>• Salary packaging (including novated leasing)</li> </ul>
<b>Location:</b>	Horsham, Warrnambool or Hamilton
<b>Reports to:</b>	Area Manager Early Childhood Early Intervention (ECEI) Service – Wimmera South West
<b>Program:</b>	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 knowledge and experiences you gain with our clients – such as complex situations, their disability needs and their lifestyle aspirations – will enhance your learning and future career opportunities, as well as provide constant intellectual stimulation.

You will receive regular feedback and learnings to enhance your ability to be successful. You'll also feel safer knowing you're being guided by someone who understands your situation, wants you to succeed, and is able to help you achieve your goal.

You can learn more about Latrobe Community Health Service at [www.lchs.com.au/careers](http://www.lchs.com.au/careers)

### ***Scope of role***

Reporting to the Area Manager NDIS ECEI Service, the ECEI Coordinator - Allied Health Professional 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.
- Complete trans-disciplinary assessments including developmental screening and assessments required by the NDIS.
- Complete discipline-specific developmental assessments.
- 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 including individual therapy and group based therapy programs.
- Facilitate community connections.
- Provide support to families via family capacity building.
- Plan and assist access into the NDIS.

### ***Key objectives, duties and responsibilities***

#### **The ECEI Coordinator – Allied Health Professional will:**

- Be responsible for assessment, planning and delivery of paediatric occupational therapy/speech pathology/physiotherapy services as per the scope of the role.
- Deliver occupational therapy/speech pathology/physiotherapy services in accordance with the appropriate level and expectations of the LCHS Primary Intervention Capability Framework.
- Understand the scope of practice of allied health assistants involved in the provision of services and thereby provide appropriate levels of delegation.
- Adhere to procedures in clinically relevant areas.
- 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.
- Provide care when and where it best meets the clients' needs including on site, at home and in the community.
- Adhere to professional practice standards.
- Adhere to the NDIS ECEI Statement of Requirements.
- Undertake accurate and timely documentation and communication. This includes but is not exclusive to statistical information, clinical notes, reports, responses to enquiries, verbal and written documentation to referrers, clients and others.
- Use evidence to deliver services ensuring best practice guidelines are followed.
- Participate in quality improvement activities and research.

- Undertake professional development as agreed to in the annual performance plan.
- Contribute to the development of students undertaking placements including core clinical and trans-disciplinary placements.
- Staff are to keep informed about current research in early childhood intervention relevant to your role by maintaining professional knowledge and responding appropriately to unsafe or unprofessional practice, fulfilling duty of care by attending training as provided by LCHS and NDIS and seeking further relevant training externally. Integrating organisational policies and procedures in order to provide effective and professional care in a way that respects the rights and beliefs of all individuals yet maintains practice within own approved scope of practice.

#### **Selection criteria:**

Applicants must address the selection criteria for consideration.

1. Demonstrated knowledge and understanding of risk when working with clients and application of safety precautions.
2. Demonstrated understanding of the National Disability Insurance Scheme Act (2013).
3. Proactive, constructive and creative approaches to problem solving for service delivery.
4. Demonstrated skills in organisation, time management, planning and priority setting.
5. Demonstrated commitment to continued professional development and education.
6. Knowledge and experience in the use of Microsoft Office suite of programs and familiarity with internet and web-based applications.
7. Ability to fulfil the key objectives, duties and responsibilities required in the role.
8. Excellent interpersonal and communication skills. Ability to listen, lead and influence.
9. Understanding of trans-disciplinary collaborative practice.

**Job requirements:**

Applicants must meet the following job requirements:

**Mandatory:**

1. Occupational Therapy/Speech Pathology/Physiotherapy degree
2. AHPRA registration or equivalent professional membership.

**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 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.*

<b>Approved (Job title):</b>	Executive Director NDIS Services
<b>Date:</b>	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:     /     /