

Position Description

Position title:	ECEI Community Capacity Building and Engagement Coordinator
Salary:	Dependent on qualifications and experience
Classification:	Dependent on qualifications and experience
Award:	Dependent on qualifications and experience
Hours:	76 hours per fortnight (or 80 hours per fortnight with an ADO every four weeks)
Position tenure:	Permanent
Employee benefits:	<ul style="list-style-type: none"> • Access to discounted private health insurance • Salary Packaging (including novated leasing) • Health and Wellness Guidance and Activities
Location:	Ballarat
Reports to:	Manager, Community Development, Engagement and Capacity Building
Program:	National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention 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.

You'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

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

Scope of role

The Community Capacity Building and Engagement Coordinator shall be responsible for the development and implementation of the Community Capacity Building (CCB) Plan, focusing predominantly on particular service areas but also working across service areas as required.

In line with the National Disability Insurance Agency (NDIA) Statement of Requirements (SoR), the Community Capacity Building and Engagement Coordinator shall work with community stakeholders, and a passionate internal team to raise awareness and understanding of NDIS ECEI approach and support local communities to build more welcoming and inclusive environments for all children in our service areas.

Key objectives, duties and responsibilities

- In consultation with the Community Development, Engagement and Capacity Building Manager the ECEI CCB&EC will aim to build the capacity of the early childhood sector and wider community to be more inclusive of children with developmental delay and/or disability and their families. This will include vulnerable groups such as CALD, ATSI, LGBTI and the socially disadvantaged.
- The ECEI CCB&EC will build on community, mainstream and key stakeholder capacity to be more accessible and inclusive of families/carers who have a child with a developmental delay/disability. They will promote family centred and best practice ECEI outcomes that reflect the rights of families/carers who have a child with a developmental delay/disability.

Operational:

- Support the development of the Community Capacity Building Plan (CCB Plan)
- Implement and deliver the activities within the CCB Plan
- Report on CCB Plan activities and outcomes.
- Deliver and report on engagement activities that are directly related to the CCB Plan, which would form the majority of the engagement activities.
- Deliver and report on engagement activities that are not directly related to the CCB Plan when appropriate, for example, early childhood network meetings, CALD and ATSI network meetings.
- Meet key deliverables, timeframes and key performance indicators in ECEI Partners in the Community Statement of Requirements (SoR).
- Complete data and reports within required timeframes.
- Demonstrate confidence in public speaking in small networking groups and in large forums and an ability to adjust the delivery of the information according to the audience.
- Demonstrate an understanding of community diversity and an ability to form connections to support inclusion within diverse communities.
- Demonstrate an ability to identify and report any barriers to engage community stakeholders in inclusive practices.
- In collaboration with others, develop productive relationships with stakeholders including local governments, early years services, mainstream and community services, LAC Community Capacity Building Coordinators and the ECEI teams.
- Undertake other duties as reasonably directed, both collaboratively with other team members and independently as required and within the scope of the role.

Best Practice

- Contribute to service delivery standards
- Maintain participant/carer privacy and confidentiality.
- Implement mechanisms to ensure continuous quality improvement within the ECEI Service.
- Ensure all interactions are outcome orientated and consistent with legislation.
- Engage with families/carers who have children with a developmental delay/disability and people with lived experience to learn about their experience of accessing community and mainstream supports. Gather information about barriers to inform the CCB Plan to enable strategies for improving access and inclusion in the community.
- Where appropriate, engage key stakeholders, including people with a lived experience of disability, carers and families, and identified enablers, to work collaboratively on CCB Plan strategies and activities with the aim to improve community and mainstream inclusion.

Team Development

- Participate in the growth and development of the team.
- Support peers while respecting individuality.
- Contribute to Area team meetings and provide updates where relevant to the role of CCBC.
- Attend and contribute to NDIS Directorate Community Development Capacity Building Coordinator meetings.

Organisational Development

- Contribute to decision making processes.
- Provide reports as requested by the Manager, Community Development, Engagement and Capacity Building and SCDCBC.
- When required to access participant records, ensure this is done in accordance with organisational and Agency standards.
- Be responsible for the collection and collation of data and statistics as determined by the Manager, Community Development, Engagement and Capacity Building and SCDCBC.
- Complete required program data collection within the timelines of the program requirements.

Professional Development:

- Participate in staff development opportunities as planned and required
- Participate in regular supervision with the Manager, Community Development, Engagement and Capacity Building
- Participate in an annual performance review and development plan.
- Keep up to date with professional practice, best practice standards
- Practice in accordance with Commonwealth and State Government legislation and regulations

Special Projects:

- ECEI CCB&E staff may from time to time be required to undertake additional work on special projects for the organisation. This work will be consistent, unless otherwise agreed to by both parties, with those duties of the ECEI CCB&EC as set out above.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Demonstrated understanding of the National Disability Insurance Scheme, the needs of families and children with a developmental delay/disability
 2. Demonstrated understanding of Best Practice Standards in Early Childhood Early Intervention
 3. Knowledge of early childhood development and developmental delay and/or disability.
 4. Demonstrated experience in engaging, supporting and developing local communities
 5. Previous experience in presenting to audiences and proven ability to convey information confidently to a diverse range of stakeholders.
 6. Demonstrated skills in organisation, time management, planning and priority setting.
 7. Excellent interpersonal and communication skills including negotiation and conflict resolution skills.
1. Demonstrated information technology competency in using computers and various presenting formats.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. Tertiary qualification in Early Childhood Teaching, Allied Health, Community Development, or related discipline.
2. Depth of knowledge in child development, developmental delay and disability
3. Experience working in the early childhood sector
4. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker B** Evidence of immunisation history must be provided prior to confirmed appointment.

Desirable:

1. Experience presenting to large and diverse audiences
2. At least five years' experience in the early childhood sector preferred.

Organisational Responsibilities:

1. 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).
2. MARAM Tier 4
 - ≡ Uses information gained through respectful, sensitive and safe engagement with service users to identify and respond to family violence and child safety and wellbeing. At a minimum, this includes screening for family violence and offering options for support as articulated within the organisations family violence procedures and guides.
 - ≡ Contributes to information sharing with other services (as permitted by the Victorian Child Safety Information Sharing Scheme and Family Violence

Information Sharing Scheme) in order to support the assessment and management of family violence or child safety and wellbeing.

3. A current NDIS Worker Screening Check. This check is renewed every five (5) years. <https://www.service.vic.gov.au/services/national-disability-insurance-scheme>
4. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This will be updated every two.
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.

Approved (Job title):	Executive Director NDIS Services
Date:	2/09/2021

Incumbent statement

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

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /