

## Position description

<b>Position title:</b>	Early Childhood Coordinator
<b>Salary:</b>	Dependant on skills and qualifications
<b>Classification:</b>	Dependant on skills and qualifications
<b>Award:</b>	Dependant on skills and qualifications
<b>Hours:</b>	Negotiable from 0.6eft to 1.0eft
<b>Position tenure:</b>	Permanent
<b>Employee benefits:</b>	<ul style="list-style-type: none"> <li>• Access to discounted private health insurance</li> <li>• Salary Packaging (including novated leasing)</li> <li>• Health and Wellness Guidance and Activities</li> <li>• Career Pathway</li> </ul>
<b>Location:</b>	Box Hill
<b>Reports to:</b>	Area Manager Early Childhood Early Intervention (ECEI) Service – Inner East Melbourne
<b>Program:</b>	NDIS Early Childhood Early Intervention (ECEI) Service – Inner East Melbourne

### 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***

The Early Childhood Coordinator shall be a part of a team that supports children aged under seven years who have a developmental delay or disability, and their families/carers.

The Early Childhood Coordinator will be integral to the delivery of the NDIS Early Childhood Early Intervention approach. The Early Childhood Coordinator shall 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 Early Childhood Coordinator shall work with the family to maximise opportunities for inclusion and participation for the child and family by building linkages for the child/family with existing specialist and universal services within a child's local community.

The Early Childhood Coordinator uses a family-centred approach to gather information to identify the appropriate pathway for children and their families. This may include connection to the most appropriate supports in the local area, such as the community health centre, educational setting, and playgroup; providing early supports (short-term early intervention) where it has been identified as the most appropriate support or assisting the family/carer to request NDIS access if the child requires longer-term early childhood intervention supports. If the child becomes an NDIS participant, the Early Childhood Coordinator will work with the family/carer to develop an NDIS plan.

The Early Childhood Coordinator shall be working in a transdisciplinary team environment with reporting requirements to the Area Manager NDIS ECEI Service (and Team Leader where appropriate). The team may include allied health professionals and early childhood educators.

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

The Early Childhood Coordinator shall:

- Provide supports in the child's natural/everyday environment including on site, at home and in the community. These early supports (short term interventions) may include, group based work, parent education, capacity building and individual early supports (under supervision when not registered with a suitable registering body).
- Understand referral pathways to ensure the right help is given at the right time and facilitate community connections
- Utilise evidence based practice in the delivery of Early Childhood Early Intervention 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 based on each child's individual needs; including early supports short term intervention plans in accordance with the NDIS Early Childhood Early Intervention approach.
- Provide support to families via family capacity building, providing guidance and education to families/carers within the scope of the role and within the scope of professional practice.
- Complete trans-disciplinary functional assessments including developmental screening and other assessments required by the NDIS.

- Demonstrate a high level of commitment to the service that reflects a positive engaging culture with all encounters
- 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 and timely documentation and communication in relation to child records and statistical information.
- Understand and adhere to all legislative and compliance requirements of the Early Childhood Early Intervention program including the National guidelines Best Practice in Early childhood Intervention and the Statement of Requirements.
- Undertake professional development as agreed to in the Annual Performance Plan and self-manage own professional development.
- Deliver on key performance indicators and timeframes of the Early Childhood Early Intervention Partners in the Community program.
- 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 evidence based, best practice early childhood interventions for children under 7 years of age and their families.
2. High level knowledge of child development including milestones and behaviours of children aged under 7 years.
3. Demonstrated understanding of the National Disability Insurance Scheme Act (2013) and experience in working with children with additional needs and their families.
4. The ability to undertake functional assessments and develop and implement tailored interventions in collaboration with the family that build on the strengths of the child and their family.
5. Demonstrated knowledge of the early childhood service system including specialist, community, and mainstream supports.
6. Demonstrated ability of prioritising and managing conflicting demands, manage a caseload and meet KPI and deliverable requirements within the timeframes set.
7. Excellent interpersonal and communication skills both verbal and written with the ability to maintain accurate records and record statistical information.

## Job requirements:

Applicants must meet the following job requirements:

### Mandatory:

1. Relevant tertiary qualification in Early Childhood or Allied Health
2. Previous experience in early childhood or paediatric specific settings
3. Previous experience working with children who have a developmental delay or disability and their families/carers
4. Current Victorian Drivers Licence
5. 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 and any mandated government vaccinations e.g. COVID 19 must be provided prior to confirmed appointment unless otherwise medically exempt (evidence of medical exemption must be supplied).

### Desirable:

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

### Organisational Responsibilities:

1. Ability to travel across the service delivery area and work independently as required.
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. 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).
4. 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>
5. 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.
6. 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.
7. Prior to appointment, credentialing documentation must be completed and verified.
8. 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.
9. 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>	4 October 2021

***Incumbent statement***

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

Incumbent's Name: \_\_\_\_\_

Incumbent's Signature: \_\_\_\_\_

Date:    /    /