

Position Title

Position Title	Early Childhood Practitioner
Program	Early Childhood Approach
Salary	Wanslea Enterprise Agreement; Level 5/6
 <pre> graph TD CEO[Chief Executive Officer] --> COO[Chief Operating Officer] COO --> HEY[Head of Early Years] HEY --> C[Coordinator] C --> ECP[Early Childhood Practitioner] </pre>	

Purpose, Values and Aspiration

Our Purpose

We support children and young people to grow and develop safely.

Our Values

We Care
We Collaborate
We are Accountable
We have Courage
We Celebrate

Our Aspiration

A better world in which children and young people are empowered and inspired to live their best lives.

Commitment to Safeguarding Children & Young People

Uplyft is committed to ensuring the safety, wellbeing and inclusion of all children; and has zero tolerance of child abuse or any form of harm. It is expected that staff and volunteers will always act in a way that prioritises the safety and wellbeing of children by ensuring that children feel safe and are safe.

Diversity Statement

Uplyft seeks to develop a culture of being a genuine equitable employer and create a diverse and inclusive workplace where our employees can share their unique perspectives, respect one another's individual needs, and reach their full potential without barriers. Our promise is underpinned by our guiding principles of:

- Diversity – we will empower our people by respecting and appreciating what makes us different – whether it be by age, gender, ethnicity, religion, disability or sexual orientation.
- Equity – we will create a workplace with fair and equal opportunities and resources to ensure every employee can reach their full potential.
- Inclusion – we will establish a sense of belonging for everyone, by providing a safe, positive and supportive work environment.

Position Intention

This position is responsible for supporting families with children with disability, developmental delay, and developmental concerns by facilitating functional assessments, planning and delivery of early supports for children 0-6 years with a developmental delay or disability and their families.

Key Responsibilities

Purpose, Values and Aspiration	• Promote and demonstrate the Purpose, Values and Aspiration of Uplyft • Embed our Purpose, Values and Aspiration in all work practices and interactions
Core Competencies of the Role	• Deliver high quality ECA services in accordance with the contract, program guidelines, ECA best practice principles and relevant legislative obligations • Work with children and their families to determine needs and appropriate supports based on best practice early childhood approach expertise and undertake child development assessments and preparation of reports • Collaboratively develop individualised plans, with child and their family, that accurately reflect the child and family's priorities and needs • Ensure assessment reports, initial plans and reviews are sensitive to the particular culture, values and beliefs of people from diverse backgrounds • Registered Speech Pathologists will be expected to contribute to the team by providing assessment on communication and swallowing to support health, well-being and participation • Professional development and supervision including; participating in regular supervision, participating in the professional development process and supervising others as required
Organisation and Time Management	• Maintain accurate and timely case notes, reports, data collection using the NDIA IT system in line with quality standards and ECA KPIs • Participate in the development of monthly and quarterly ECA reports as required • Provide appropriate service delivery in line with ECA KPIs including contacting and meeting with clients, completing reports within time and quality specifications and expected contracted client volumes
Quality and Improvement Focus	• Contribute to practices and processes that enable service level monitoring, evaluation and reporting against Key Performance Indicators (KPIs) and ensure required outcomes and performance measures are met

	- Contribute to the development, implementation, review and improvement of processes, resources, training materials and manuals to deliver outcomes and maintain standards in accordance with the required contracted volumes and KPIs - Support and contribute to the development of a reflective culture to inform, maintain and improve performance - Participate in the implementation of the Practice and Quality Assurance Framework including; individual worker development plans, preparation for case reviews and delivery of the Framework and evidence based practice - Research, develop and evaluate services and practice initiatives and resource - Work closely with ECA leadership and team members to identify issues that may affect service quality and implement appropriate action as required
Communication and Interpersonal Relationships	- Initiate collaborative professional relationships with internal and external stakeholders including children's service providers, community and specialist services, the region's LAC provider and other ECA providers - Communicate the roles, goals and functions of the Uplyft ECA service in accordance with program guidelines and requirements to mainstream, community services, families and service provider - Effectively and constructively represent Uplyft and ECA on relevant external stakeholder forums by providing information, training and consultative support on individual discipline background areas
Professionalism	Adhere to privacy requirements and NDIA's Information Technology requirements in line with program obligations
Decision Making and Problem Solving	- Identify and provide information and support to families that links them into appropriate mainstream and community supports to meet their child's developmental needs - Build capacity and enable families, carers, community stakeholders, while managing realistic expectations
Teamwork and Leadership	- Actively participate/liases in other Uplyft programs are required. - Work with the team to achieve the goals of a cohesive, functional and focused team - Contribute to the achievement of the goals in Uplyft's Strategic Plan and the overall objectives of the organisation - Participate in regular Uplyft team meetings and other ECA meetings including discipline meetings
Safeguarding Children & Young People	- Provide a welcoming and safe environment for children and young people - Promote the safety and wellbeing of children and young people and embed the National Principles of Child Safety into all work undertaken - Ensure interactions with children and young people are positive and safe and, where relevant, provide adequate care and supervision of any children and young people in your charge - Ensure all reporting requirements are met in regard to any risk to child safety - Report any breaches of policy by other personnel, however minor, to management - Act on and report any breaches in the Code of Conduct

Selection Criteria

Essential Experience	Degree in Allied Health (Occupational Therapy, Speech Pathology or Physiotherapy), Early Childhood Education or other relevant professional field
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	• Extensive knowledge of early childhood development, developmental delay and disability, and the early childhood approach service sector • Demonstrated understanding of the NDIS, the ECA approach and early childhood approach best practice principles • Demonstrated knowledge of family centred practice and commitment to the provision of early childhood intervention services that reflect evidence-based best practice • Proven ability to complete child development assessments, plan intervention, prepare reports and conduct evaluations • Proven ability to work with children with developmental delay or disability and their families • Proven organisational and time management skills with the ability to prioritise multiple tasks and meet agreed deadlines • High level information management competency including the ability to use technology to record, retrieve and report information along with excellent administration and organisational skills
Personal Qualities	• Awareness and understanding of the functional and social impact of disability and the importance of social inclusion for child development • High level verbal and written communication including the ability to engage and communicate with clients from diverse backgrounds, tailoring communication to suit individual needs • Ability to identify key stakeholders and build strong effective relationships and partnerships internally and externally • Demonstrated commitment and ability to maintain an ethical, inclusive and non-judgmental approach to service delivery • Excellent time management skills and the ability to respond effectively to initial high volumes of work • Excellent interpersonal, communication and negotiating skills and the ability to make timely and thought-out decisions and evidence based/ethical • Capacity to work creatively and independently, demonstrate initiative and actively develop a supportive team environment
Desirable Criteria	• Hold current registration with AHPRA for Occupational Therapy, Physiotherapy or Psychology • Hold certified practicing membership with Speech Pathology Australia • Hold membership with Australian Association of Social Workers (AASW) • Hold current registration with relevant teaching body i.e. Teacher Registration Board of WA • Demonstrated experience of working within a diverse community and/or training in cultural sensitivity for working with Aboriginal and Torres Strait Islander and CALD communities
Required Compliance Documents	• Current Working with Children Check • Current satisfactory National Police Clearance • Current satisfactory NDIS Worker Screening Check • Current WA Drivers Licence • Work eligibility within Australia