POSITION DESCRIPTION

POSITION TITLE: Early Childhood Early Intervention (ECEI) Coordinator

DIVISION: Community Services

DEPARTMENT: Children, Youth and Families

REPORTS TO: Senior Early Childhood Early Intervention Coordinator

ORGANISATIONAL PURPOSE

Established during the Great Depression, the Brotherhood of St Laurence was the vision and creation of Fr Gerard Tucker, a man who combined his Christian faith with a fierce determination to end social injustice. The Brotherhood has developed into an independent organisation with strong Anglican and community links. Today, we continue to fight for an Australia free of poverty.

At the Brotherhood of St Laurence, we are defined by the people that make up our organisation. With approximately 1000 employees and 1000 volunteers across more than 50 sites, together we strive to help people experiencing disadvantage through research and policy and services and advocacy.

As well as providing services and programs for families and elderly on low incomes, refugees, young people and the unemployed, we research the causes and effects of poverty and advocate national and local policy solutions for people who are disadvantaged.

The Brotherhood is currently focusing its work on strategies to alleviate and prevent poverty for those people most at risk at the four transition stages considered critical to their future well-being: the early years, the years from school to work, periods in and out of work and retirement and ageing.

Our Strategic Plan for 2015 – 2020 identifies five organisational objectives:

- to demonstrate how to reduce disadvantage and increase social, civic and economic participation through quality, evidence-based policy, programs and practice
- to undertake quality research, gather knowledge and evaluate evidence to inform and support our work
- to work collaboratively and in partnership with others to influence policy and practice.
- to strengthen our organisational capability to support innovation and respond flexibly to changed circumstances
- to collaborate with Aboriginal and Torres Strait Islander peoples and ensure the Brotherhood supports their rights and aspirations.

Each of these priorities is underpinned by well structured, researched and documented body of knowledge to support all elements of work within the Brotherhood.
DIVISION & DEPARTMENT PURPOSE

The division of Programs and Policy comprises four services:

- Local Area Coordination
- Children, Youth and Families
- Employment and Training
- Retirement and Ageing

The work of Programs and Policy in the Brotherhood is structured around the four life transitions (Early Years, Through School to Work, In and Out of Work and Retirement and Ageing) and three horizontal themes: Financial Inclusion, Refugees Immigration and Multiculturalism and people with disabilities, their family and carers.

The integration of knowledge exchange across services and transitions supports innovation and the practical demonstration of social inclusion. Building stronger integration of our services knowledge with our research and policy capacity is the basis for our innovation and influencing work across the life transitions.

The Children, Youth and Families Division focuses on the early year’s transition as a time when children are most at risk of ongoing disadvantage and social exclusion. It takes an early intervention approach and builds family and community capacity to support their child(ren).

The NDIS has engaged Early Childhood Partners around Australia to deliver the ECEI approach. The Brotherhood of St Laurence is the Early Childhood Partners for the North East Melbourne, Hume Moreland and Bayside Peninsula, Western Melbourne and Brimbank Melton areas.

The ECEI approach supports children aged 0-6 years who have a developmental delay or disability and their families/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 team is a team of experienced early intervention specialists who are responsible for delivering the range of ECEI functions including assessment, planning and interventions in line with the NDIA guidelines and ECIA best practice.

POSITION PURPOSE

The Early Childhood Early Intervention Coordinator is responsible for the delivery of the NDIS ECEI approach.

This position will form part of a small specialist team delivering office, phone and community based family centred information, assessment and support services in line with the NDIS ECEI approach.

ECEI Early Childhood Coordinators will be specialist allied health or early childhood educators with expertise and experience in early childhood development and disability.

KEY RESPONSIBILITIES AND DUTIES

1. Teamwork and Accountability

- Work collaboratively within teams to achieve common goals and contribute towards continual improvement initiatives.
- Actively participate in program development and review.
• In collaboration with the manager, set goals and objectives to ensure outcomes are met.
• Model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices.
• Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures.

2. Deliver ECEI services

• Support the delivery of a high quality ECEI service in accordance with the contract, program guidelines, ECIS best practice principles and relevant legislative obligations.
• Implement and maintain relationships with internal and external stakeholders, e.g. children’s service providers, peak bodies, advocacy groups, NDIA, with the aim of working collaboratively to ensure best practice is upheld and customers experience continuity of service.
• Ensure practices and processes are in place to enable service level monitoring, evaluation and reporting against Key Performance Indicators (KPIs) and to ensure required outcomes and performance measures are met.
• Work collaboratively with LAC Managers to identify opportunities for quality improvement, service development and improvement and potential resource implications.
• In partnership with families you will develop individualised plans that will accurately record the family’s priorities and needs.
• Efficiently and effectively manage a complex case/client list.
• Prepare assessment reports and initial plans and reviews that are sensitive to the particular cultures, values and beliefs of people from diverse backgrounds and utilise interpreter services when necessary.
• Build capacity and enable families while managing realistic expectations.
• You will be able to provide information to families that reflects their needs and links them into appropriate Universal and Specialist Services to meet their child’s developmental needs.
• Contribute to building a cohesive team.

3. Continuous Improvement

• 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 KPI’s.
• Support the development of a reflective culture to inform, maintain and improve performance.
• Support approved evaluation and research projects.
• Ensure that KPIs and measures are appropriate to meeting service objectives.

4. Compliance and Risk Management

• Work closely with ECEI leadership and ECEI team members to identify issues that may affect service quality, and implement appropriate action
• Develop a thorough understanding of NDIS, and ensure that performance is tracked and reported accordingly
• Deliver all licence, contractual, KPIs, targets and funding requirements to a high quality and in a timely manner
Adhere to risk, safety, health and compliance in area of responsibility and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures.

5. Stakeholder Relationships

- Develop relationships across the community, businesses and the disability sector
- Find innovative solutions to resolve stakeholder issues
- Identify and respond to stakeholders underlying needs
- Represent ECEI Services within the Brotherhood and to disability providers, peak bodies, community groups, government bodies and people with disability
- Deliver public presentations about ECEI Services, NDIS and other relevant topics as required
- Build relationships with individuals and organisations that will aid in building community capacity in support of the service
- Monitor client and stakeholder engagement and satisfaction and provide feedback to Managers where necessary
- Link people with other areas (as appropriate)
- Constructively engage with a diverse range of stakeholders
- Work in partnership with families to develop intake plans that will guide the development, delivery and evaluation of all aspects of service provision
- Effectively communicate and support partnerships and networks to lift performance and assist vulnerable children and learners.

6. Finance

- Support the management of services according to the approved budget
- Complete timely and accurate data collection.

7. Multi-Skilling

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent’s competence and training as directed by the manager.

ORGANISATIONAL RELATIONSHIPS

**Internal Stakeholders**
- Children, Youth and Family Team, ECEI team, LAC team and other Brotherhood divisions

**External Stakeholders**
- Children with developmental delay or disability and families, NDIA, Community Service organisations and networks, Disability providers, Local Government officials/representatives, Peak bodies, Suppliers

KEY SELECTION CRITERIA

**Essential**

- Relevant tertiary qualification, industry experience and registration with AHPRA or other relevant body.
- Extensive knowledge and application of early childhood development, developmental delay and the early intervention service sector
• Ability to identify the needs of children and their families and make judgements regarding eligibility for ECEI NDIS support services
• Excellent communication skills to work honestly and in partnership with families regarding eligibility to NDIS supports.
• Demonstrated understanding of the National Disability Insurance Scheme, the ECEI approach and early childhood best practice principles.
• Highly developed conceptual and analytical ability.
• A demonstrated ability to efficiently and effectively manage a complex case/client list.
• Experience in identifying and implementing continual service improvements.
• Highly developed interpersonal skills and demonstrated ability to liaise and build collaborative positive working relationships with children, families and service providers.
• Highly developed time management and organisational skills including the ability to multi-task, prioritise workload and meet deadlines.
• Demonstrated skills in conflict resolution and change management.
• Strong alignment to the values of BSL and the NDIS.

Desirable
• Experience in customer facing environments that support or provide services to the community will be highly regarded.
• A commitment experience in delivering services using strengths based and person centred principles.
• Experience of working in service systems that inform and empower service users.
• A background in or experience in working with CALD or Aboriginal and Torres Strait Islander communities will be highly regarded.

MANDATORY EMPLOYMENT CRITERIA
• Specific work requirements include weekend work, evening shifts, public holidays, work based travel and attendance at a variety of different work location
• Proof of eligibility to work in Australia is required
• A satisfactory Police Check is required. The Brotherhood will facilitate this process
• A Working with Children Check is required. The Brotherhood will facilitate this process
• a satisfactory Disability Worker Exclusion Scheme (DWES) Check is required. The Brotherhood will facilitate this process.
• Current Drivers License
ACKNOWLEDGEMENT

I, Insert Name, have read and accept the Position Description as stated above. I acknowledge the description of the position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. I understand that a review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

______________________________  ______________________
Manager Signature                  Date

______________________________  ______________________
Employee Signature                 Date