



# Position Description

| Position Identification   |  |                             |            |
|---|--|-----------------------------|------------|
| Position Title:   | Early Childhood Coordinator  |                             |            |
| Direct Reports  | 0  | Indirect Reports:           | 0          |
| HRIS Position Number:   | 1621   | Effective Date:             | April 2017 |
| Location:   | Wangaratta, Wodonga and others as appropriate  |                             |            |
| Scope of Practice:  | Not applicable   |                             |            |
| Delegation of Authority:  | Refer to Delegation of Authority Policy  |                             |            |
| Agreement/Classification<br>*For HR use only  | Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement  |                             |            |
| Organisational Context  |  |                             |            |
| Divisional:   | Family and Community Support Services  |                             |            |
| Program:  | Ovens Murray PIC ECEI  | Unit: Ovens Murray PIC ECEI |            |
| Organisational Chart  | <pre>graph TD; GM[General Manager<br/>Family and<br/>Community Support<br/>Services] --&gt; M[Manager, Ovens<br/>Murray PIC ECEI]; M --&gt; TL[Team Leader]; M --&gt; CEO[Community<br/>Engagement<br/>Officer]; M --&gt; AO[Administration<br/>Officer]; TL --&gt; ECA[Early Childhood<br/>Access Coordinator]; TL --&gt; IAO[Intake &amp; Access<br/>Officer];</pre> |                             |            |
| Position Summary  |  |                             |            |
| <p>The incumbent of this position will play a key role in delivering the National Disability Insurance Scheme (NDIS) Partners in Community (PIC) Early Childhood Early Intervention (ECEI) service in the Ovens Murray regional area of Victoria. The Early Childhood Coordinator will be responsible for working closely with children and their families, undertaking developmental assessments to support the child’s development, provide short term early childhood early intervention, and detailed reporting, ultimately improving the child’s capacity to fully participate in life.</p> <p>Over the course of a year, the team of Early Childhood Team will support hundreds of families in the Region access the NDIS or other appropriate services. This is a job for individuals looking to be at the frontline of a major change that will result in increased funding and more flexible support for children and adults with disability.</p> <p>The NDIS is a major national reform with an insurance based approach. It is a new way of providing support for eligible people with permanent and significant disability, their families and carers, via <b>individualised</b> services based on a client’s level of need. The PIC enables the Scheme to be implemented at a local community level. Merri Health (Merri) is the appointed PIC for the Ovens Murray region in ECEI to ensure children with a developmental delay or disability, and their families and carers, are well supported by a flexible and responsive range of supports. Merri is the first contact point for families with children aged birth to six.</p> |  |                             |            |



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Reporting to the Team Leader, The Early Childhood Coordinator will form part of a Team that will play a key role in:

- Assisting children (0-6) with developmental delay or disability, their families and carers to build and pursue their goals, exercise choice and control and engage with the NDIS, and;
- Ensure that children (0-6) with developmental delay or disability are supported in their local communities and mainstream services by building greater awareness and social inclusion for children with developmental delay or disability and their families.

Early Childhood Coordinators are responsible for delivering the NDIS approach in Ovens Murray and supporting families to maximise their capacity to function in our society and are required to have qualifications in Speech Therapy, Occupational Therapy, Psychology, Social Work, Early Childhood Education, or Physiotherapy. Importantly, they will work to drive the support according to ECIA Best Practice Guidelines, support the key worker model and hold a strong commitment to holding the safety and security of children paramount while working within a family centred framework.

In line with the community-focused nature of the PIC ECEI service, the Early Childhood Coordinator will play a leading role in developing awareness about how the NDIS will support children with development delay or disability within the scope of their role. The Early Childhood Coordinator plays a pivotal role in connecting with parents, families, early intervention service providers, education and health services and other mainstream providers. They will also play a significant role in communicating what this change means at an individual level for families as part of their planning responsibilities.

Training for the Early Childhood Coordinators will be provided and ongoing supervision and support will also be provided.

## Position Accountabilities

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| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>• Provide Early Childhood Early Intervention (ECEI) Services to children aged 0-6 with developmental delay and / or disability in line with ECEI best practice.</li> <li>• Undertake formal and informal developmental screenings / assessments for children 0-6</li> <li>• Design and implement Transdisciplinary Therapy Plans for children aged 0-6 who have complex support needs that are based on family goals and needs.</li> <li>• Provide ECEI Services in the child's natural settings such as the home environment, childcare centres, kindergarten etc.</li> <li>• Provide supports and strategies to families to enable them to follow through with intervention within the home.</li> <li>• Provide supports, education, and strategies to educators to enable them to continue to provide intervention within their relevant settings in an inclusive manner.</li> <li>• Manage a case load of between 20 and 40 families.</li> <li>• Provide referrals to universal services to connect children with a disability or development delay and their families to external supports, services and groups</li> <li>• Support families and the broader community in understanding the NDIS, access pathways, and other services available in the community.</li> <li>• Engage in the NDIS planning process with families which includes collaborating with the family to: <ul style="list-style-type: none"> <li>○ collate information relating to the child's developmental needs and the functional impact these have upon the family,</li> </ul> </li> </ul> |
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|                        | <p>and document these clearly in the appropriate format</p> <ul style="list-style-type: none"> <li>○ design goals relevant for the child's NDIS Plan</li> <li>○ estimate the supports that the child may require</li> </ul> <ul style="list-style-type: none"> <li>• Maintain clinical case notes and other documentation as required by the NDIA and Merri Health.</li> <li>• Support families to understand the content of their NDIS Plan once developed, and provide practical support in relation to implementing the plan and accessing the require services.</li> <li>• Provide support and supervision to allied health students on placement, and secondary consults to other team members as required.</li> <li>• Respond to risk management procedures to minimise any major areas of identified risk</li> <li>• Work collaboratively with a range of key stakeholders (internal and external) to ensure success of the proposed objectives of the service</li> <li>• Uphold and adhere to Merri's organisational Values and Code of Conduct</li> <li>• Uphold and adhere to privacy requirements and NDIA's Information Technology Usage requirements in line with contractual obligations</li> <li>• Demonstrate Occupational Health and Safety due diligence and leadership through understanding the nature of the organisations operations and undertakings and generally of the hazards and risks associated with those operations</li> <li>• Undertake other duties as reasonably directed by the Team Leader and/or Manager in line with the incumbent's skill and experience</li> <li>• Practice complies with national code for health care workers</li> </ul>   |
| <b>Safety and Risk</b> | <p><b>Occupational Health &amp; Safety (OHS)</b></p> <ul style="list-style-type: none"> <li>• All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health's OHS Frameworks.</li> </ul> <p><b>Physical Inherent requirements (PIR)</b></p> <ul style="list-style-type: none"> <li>• Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions</li> <li>• Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes</li> <li>• Sound upper limb joints, with the ability to withstand repetitive upper limb activity</li> <li>• May be required to occasionally lift and carry items weighing up to 10kgs</li> </ul> <p><b>Quality &amp; Risk</b></p> <ul style="list-style-type: none"> <li>• Actively participate in the risk management process including identification and analysis, control of deficiencies and escalating where required</li> <li>• Understand and implement accreditation standards that apply to team and organisation (as appropriate)</li> <li>• Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements (as appropriate)</li> <li>• Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them.</li> </ul> <p><b><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of</i></b></p> |



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|  | <i>diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i>  |
| <b>Key selection criteria</b>            |  |
| <b>Essential</b>                         | <ul style="list-style-type: none"><li>• Demonstrated understanding of the National Disability Insurance Scheme and the needs of families and children with a disability</li><li>• Relevant tertiary qualifications and/or experience in allied health, early childhood or a similar field.</li><li>• Demonstrated understanding and/or experience of working in ECEI, child developmental assessments and writing up reports</li><li>• Awareness and understanding of the functional and social impact of disability</li><li>• Understanding of working as a partner of the NDIA and the NDIS planning processes</li><li>• Excellent customer service and/or client engagement skills</li><li>• Strong self-starter with the ability to respond effectively to initial high volumes of work</li><li>• Excellent time management skills</li><li>• History of working with families and delivering support compassionately</li><li>• Ability to identify key stakeholders and build strong effective working relationships and partnerships (internally and externally)</li><li>• Demonstrated commitment and ability to maintain an ethical, inclusive and non-judgemental approach to service delivery</li><li>• High level information management competency in using computers/tablets including Word, Excel and Outlook</li><li>• Excellent interpersonal, communication and negotiating skills with the ability to make timely and thought-out decisions</li><li>• Excellent administrative and organisational skills with the ability to manage multiple activities with minimal supervision required</li><li>• Capacity to work creatively and independently, demonstrate initiative and actively develop a supportive team environment.</li></ul> |
| <b>Desirable</b>                         | <ul style="list-style-type: none"><li>• Knowledge and/or experience in Community Health</li><li>• Demonstrated experience working within a diverse community</li></ul>   |
| <b>Checks, Licences and Registration</b> | <ul style="list-style-type: none"><li>• Relevant Tertiary qualification as directed by Merri</li><li>• National Police check</li><li>• Working with Children's Check (WWCC)</li><li>• Current full or probationary drivers licence</li></ul>   |