

## Position Description

<b>POSITION TITLE</b>	Early Childhood Early Intervention (ECEI) Practitioner	
<b>DIRECTORATE/SERVICE/PROGRAM</b>	Client Services Early Years Early Childhood Early Intervention	
<b>REPORTS TO</b>	Coordinator Early Childhood Early Intervention	
<b>DIRECT REPORTS</b>	Nil	
<b>CLASSIFICATION:</b> SCHCADS Award Level 5 (Social Worker)	<b>EMPLOYMENT TYPE:</b> Full Time Ongoing Part Time Ongoing	<b>LOCATION</b> Geelong/Colac

### ORGANISATIONAL OVERVIEW

Barwon Child Youth & Family's (BCYF) vision is for 'a community where people are safe, connected and empowered to live well.'

BCYF is an independent, not-for-profit community service organisation that provides, delivers and develops services, where the need exists, that advance the rights and well-being of children, young people and their families.

BCYF has a breadth of services ranging from prevention and early intervention, to complex care, which are delivered via a significant client services platform. BCYF is also the parent company of its subsidiary 'BAYSA', a registered housing provider of a range of accommodation and community support programs.

Governed by a Board of Directors and supported by an experienced leadership team, BCYF employs more than 300 staff and is committed to achieving its strategic priorities of service excellence, social impact and organisational sustainability. BCYF is committed to providing a safe and friendly environment for children and young people.

BCYF is an equal opportunity employer and encourage individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply. Reasonable adjustments will be made for people with disabilities where operationally viable.

### POSITION PURPOSE

The NDIS ECEI approach provides children aged 0-6 years who have a developmental delay or disability and their families/carers to develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life.

By using a strong childhood developmental knowledge, the ECEI practitioner will engage young children and their families to access the supports their child may need including:

- Providing information on mainstream and community providers and support networks
- Referrals for Short Term intervention according to the National Disability Scheme Act (2013) and Best Practice National Guidelines in Early Intervention.

### KEY ACCOUNTABILITIES & DUTIES

<b>Key Accountabilities &amp; Duties</b>	<b>Measurable Outcomes</b>
<p><b>Children and Families</b></p> <ul style="list-style-type: none"> <li>• Provide supports in the child's natural, everyday environment; including Short Term Early Interventions, group based work, parent education and supporting families in building their capacity and skills in order for them to</li> </ul>	<ul style="list-style-type: none"> <li>• 95% of families are met within their natural everyday environment.</li> </ul>

confidently access resources, enabling participation in their community.

- Using knowledge of child development in partnership with families to develop NDIS individualised plans that will accurately record the family's priorities and needs and review on a yearly basis.
- Support families to engage their chosen NDIS provider to deliver NDIS funded supports and monitor service delivery.
- Prepare initial assessment reports, Short Term Early Intervention documentation and NDIS plans that are sensitive to the particular cultures, values and beliefs of people from diverse backgrounds.
- Follow practices and processes to enable service delivery monitoring, evaluation and reporting against Key Performance Indicators (KPIs).
- Collate and enter data and reports into the NDIS data business system on a daily basis.
- Undertake accurate and timely documentation and communication.

#### **Information, Linkages and Capacity Building**

- Linking children with a developmental delay or disability, their families, and carers to appropriate services to build their capacity, providing information linkage and support to connect to community and mainstream supports and services.
- Through identification of concerns or barriers, liaise with families and key stakeholders to develop opportunities for further discussion about the needs and engagement of families for community and mainstream services in relation to developmental delay and disability.
- Provide information to all stakeholders on relevant ECEI / NDIS procedures, practices, guidelines and legislation.
- Support the delivery of Initial Supports for children and families utilising community connections, referrals and other appropriate networks.

#### **ECEI Team**

- Contribute to a high functioning team to deliver Best Practice Early Intervention in line with NDIS-ECEI approach and partner responsibilities.
- Actively participate and contribute to ECEI Practice and Early Year's team meetings.

- *Individual plans show written evidence of the family priorities and SMART developmental goals. Reports and plans written will reflect the child and family voice.*
- *Reports, plans and reviews reflect diverse cultural backgrounds in order for all readers to gain an understanding of the culture needs and background of the family.*
- *KPI's are identified, met and are reported on weekly workflow tracker.*
- *Parents are engaged with NDIS providers of their choice within 4 weeks of start of plan and contacted at throughout the plan duration to monitor service delivery.*
- *Required data, reports and interactions are entered daily into the business system.*
- *Reports, notes, responses to enquiries, verbal and written communication is completed accurately and in a timely manner.*

- *% of children under 7 years (not eligible for the scheme) are transitioned directly to community or mainstream services.*
- *% of children (eligible for the scheme) transition from the scheme to community or mainstream services.*
- *Demonstrated progression in building of mainstream and community services capacity with inclusive practices.*
- *Feedback and results demonstrate increased capacity of families, community and mainstream services in meeting the individual needs of their child.*

- *Demonstrated progression in key skill competencies required for ECEI practice.*
- *Attend and participation in practice, team meetings and service planning activities, mentoring and supporting team members, monthly supervisions and yearly professional development reviews.*

<ul style="list-style-type: none"> <li>Provide support and guidance to other staff with regards to the NDIS and ECEI program.</li> </ul>	<ul style="list-style-type: none"> <li><i>Share knowledge, understanding and information with fellow team members on a regular basis.</i></li> </ul>
<p><b>Organisational Accountabilities &amp; Duties</b></p> <ul style="list-style-type: none"> <li>Other reasonable duties as directed.</li> <li>Active involvement in the application of BCYF's quality and risk management frameworks.</li> <li>Comply with the standards of a Child Safe organisation in both practice and culture.</li> <li>Active involvement in professional development to build theoretical knowledge and practice capability.</li> </ul>	<ul style="list-style-type: none"> <li><i>Additional duties completed as required.</i></li> <li><i>Demonstrated participation in continuous quality improvement and risk management activities.</i></li> <li><i>Adherence with Child Safe Standards.</i></li> <li><i>Demonstrated participation in professional development activities.</i></li> </ul>

## KEY STAKEHOLDERS

- Children 0-6 years and their families
- National Disability Insurance Agency and BCYF personnel
- Allied health and other NDIS funded service providers
- Community and Mainstream support organisations who work with children 0-6 years and their families

## ORGANISATIONAL VALUES & BEHAVIOURS

Our Values	Expected Behaviours
<p><b>INTEGRITY</b> <i>I am respectful, accountable and professional</i></p>	<ul style="list-style-type: none"> <li>I treat others with respect.</li> <li>I demonstrate resilience and contribute to a positive workplace culture.</li> <li>I reflect on my actions and practices and respond to constructive feedback.</li> <li>I ensure that the organisational values and behaviours are reflected in my work.</li> <li>I build strong professional relationships with colleagues, clients and partners</li> </ul>
<p><b>COMMITMENT</b> <i>I am dedicated to achieving positive outcomes</i></p>	<ul style="list-style-type: none"> <li>I seek continuous improvement and solution based practises and outcomes.</li> <li>I accept the accountabilities associated with my role and performance.</li> <li>I embrace new ideas, methods and systems.</li> <li>I take pride in my work and contribute to positive change.</li> <li>I adapt when required and am flexible to changes in my role.</li> </ul>
<p><b>INCLUSION</b> <i>I involve colleagues, clients and partners in my work</i></p>	<ul style="list-style-type: none"> <li>I engage and listen to clients and their families in planning and decision making.</li> <li>I embrace opportunities to participate in organisational development.</li> <li>I collaborate positively within my team and across the organisation.</li> <li>I share my knowledge, achievements and learnings both internally and externally.</li> <li>I recognise the strength that diversity brings to our workforce and community.</li> </ul>

## OHS RESPONSIBILITIES

The Board of Directors and Executive Management Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients), that is safe and healthy.

BCYF promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

## PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, BCYF will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

*A signed pre-existing condition declaration form is required to be completed prior to commencement.*

<b>Required activities / working environment</b>	<b>Frequency</b>
<b>Computer based tasks, sedentary position, office based</b>	Often
<b>Repetitive manual tasks</b>	Rarely
<b>Driving, in &amp; out of vehicles</b>	Often
<b>Walking, climbing stairs, bending</b>	Rarely
<b>Working alone or at a co-located site</b>	Sometimes
<b>Confrontational/confronting situations</b> <i>(Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Rarely
<b>Working outside in differing weather conditions</b>	Rarely
<b>Attending external locations including client homes</b>	Often

## KEY SELECTION CRITERIA

### Essential

- Qualification in Early Childhood, Speech Pathology, Occupational Therapy, Physiotherapy or Psychology or equivalent.
- Strong understanding of the needs of children aged 0-6 and their families with children with developmental delay or disability, including milestones and behaviours.
- Developed communication, interpersonal and negotiation skills including the ability to engage with children and their families in a range of settings.
- Ability to carry out formal assessments and undertake holistic child observation to determine possible development delay and possible intervention.
- Understanding of Best Practice Framework and Strength Based Family approach
- Demonstrated skills in time management, organisation, reporting and setting priorities.
- Ability to work under pressure while meeting the needs of families, KPI's and other possible external factors.

### Desirable

- Knowledge of community and mainstream supports available to children 0-6 years and their families.
- A minimum of three years' experience of working with children aged 0-6.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Victorian drivers licence.

## EMPLOYMENT CONDITIONS

Employees are required to read, understand and comply with all BCYF policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the BCYF's Code of Conduct.

BCYF is committed to being a safe and friendly organisation for children and young people and therefore require all employees to undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- International Police Check (if required)

In addition and prior to appointment, a DHHS and NDIA security clearance will be undertaken. At times, this clearance may take longer than 28 days which may delay appointment.

## POSITION DESCRIPTION ACKNOWLEDGEMENT

I have read, understood and agree to comply with the above position description.

**Employee Signature:**

**Date:**