



POSITION DESCRIPTION

POSITION TITLE	Early Years Coordinator
DIVISION	Disability Services
DEPARTMENT	Early Childhood Early Intervention
REPORTS TO	Senior Coordinator

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The Disability Services division comprises of Local Area Coordination (LAC) and Early Childhood (EC) services. The Brotherhood of St Laurence is a partner in the community delivering LAC and EC services in five areas across metropolitan Melbourne.

Early Childhood

The Early Childhood team supports children who have a developmental delay or disability and their families/carers. The Early Childhood 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. Our Early Childhood team consists of experienced early intervention specialists who are responsible for delivering the range of Early Childhood functions including assessment, and interventions in line

with National Disability Insurance Agency (NDIA) guidelines and Reimagine Australia for best practice.

Local Area Coordination

Local Area Coordination (LAC) is a pivotal function in the National Disability Insurance Scheme (NDIS). LAC provides coordination to support people with disability in exercising choice and control over the services they use. LAC promotes community inclusion and supports the development of mainstream services that are accessible to people with disability.

POSITION PURPOSE

This role will work with children with developmental delay and/or disability and their families, together with their community, with the goal of building strengths, developing opportunities and promoting access to the right supports at the right time, in line with the NDIS Early Childhood Approach.

KEY RESPONSIBILITIES

Assist children and their families to achieve common goal

- Support the delivery of high-quality EC services in accordance with relevant program guidelines, EC best practice principles and relevant legislative obligations.
- Schedule and undertake meetings with families in line with determined need
- Gather initial child and family information/evidence required to screen and make first level determination of need
- Support Access Requests for eligibility to NDIS where appropriate
- In partnership with children with developmental delays and disabilities, their families and carers, develop individualised plans that accurately record the child and family priorities and needs.
- Build capacity of children and families / carers while managing realistic expectations.
- Provide information to participants and their families that reflects their needs and links them into appropriate universal and specialist services to meet their or their child's needs.
- Provide tools and resources for children with disability or developmental delay and their families / carers to self-advocate about their expectations for their children in their current and future needs

Community Engagement

- Represent EC and NDIS Services within BSL and to disability providers, peak bodies, community groups, government bodies and people with disability.
- Inform mainstream services and community services about the scheme, its goals, activities and functions.
- Build awareness in mainstream and community services on the value and importance of accessibility and inclusion.
- Work with local community to make sure it is more welcoming and inclusive for people with disability and their families.
- Implement and maintain relationships with internal and external stakeholders, e.g., children's service providers, peak bodies, advocacy groups, and NDIA, with the aim of working collaboratively to ensure best practice is upheld and children and families / carers experience continuity of service.
- Support mainstream services to take practical steps to being more inclusive.
- Advocate for a positive approach to disability in the broader community so that people with disability and their families and carers feel empowered and valued

Continuous Quality 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 KPIs.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- Support the development of a reflective culture to inform, maintain and improve performance.
- Support approved evaluation and research projects.
- Work closely with NDIS leadership and EC team members to identify issues that may affect service quality and implement appropriate action.
- Monitor client and stakeholder engagement and satisfaction and provide feedback to Managers where necessary.

Teamwork and Accountability

- Ensure practices and processes are implemented to enable service level monitoring, evaluation and reporting against Key Performance Indicators (KPIs) and to ensure required outcomes and performance measures are met.
- Develop a thorough understanding of NDIS and ensure that performance is tracked and reported accordingly.
- Adhere to risk, safety, health and compliance in area of responsibility and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Complete timely and accurate data collection
- Work collaboratively within teams to achieve common goals
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- Other duties as required.

KEY SELECTION CRITERIA Career

Experience:

- Experience in customer facing environments that support or provide services to the community.
- Demonstrated understanding of the National Disability Insurance Scheme.
- Demonstrated ability to identify and implement continual service improvements.
- Demonstrated skills in conflict resolution and change management.
- Highly developed administrative and professional writing skills

Personal Qualities:

- Highly developed interpersonal skills and communication and demonstrated ability to liaise and build collaborative positive working relationships with individuals, children, families and service providers.
- Highly developed time management and organisational skills including the ability to multi-task, prioritise workload and meet deadlines.
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Relevant tertiary qualification (Diploma, Bachelor or equivalent) or experience working in the community with either children, families or individuals with disability.

Desirable

- Demonstrated understanding of the Early Childhood Approach and early childhood best practice principles.
- Experience in delivering services using strengths based and person centred/family centred principles.
- Experience of working in service systems that inform and empower service users.
- Lived experience in disability, and/or background in or experience in working with CALD or Aboriginal and/or Torres Strait Islander communities will be highly regarded

MANDATORY EMPLOYMENT CRITERIA

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process.
- a Working with Children Check is required - BSL will support successful candidates in this process.
- A NDIS Worker Screening check is required – BSL will support successful candidates in this process.
- NDIS related checks shall be undertaken, including NDIS Banning Orders Register checks.

BSL values diversity and inclusion with regards to its staff and the communities we serve. We encourage you to submit your application for this role regardless of whether you meet all the key selection criteria. We encourage individuals from all backgrounds to apply.