



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Early Childhood Coordinator
<b>DIVISION</b>	Disability Services (NDIS)
<b>DEPARTMENT</b>	Early Childhood Programs
<b>REPORTS TO</b>	Senior Early Childhood 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.

BSL is committed to child, young people, and vulnerable adult safety. We want all vulnerable people to be safe, happy, and empowered. We support and respect all children and vulnerable adults, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all our program participants. All successful candidates will undergo a robust screening process prior to employment. We provide our staff and volunteers with ongoing supervision, support, and training in their work with vulnerable people.

### 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**

The Early Childhood Coordinator is responsible for the delivery of the National Disability Insurance Scheme (NDIS) Early Childhood approach. This position will form part of a small specialist team delivering office, phone and community-based family centered information, assessment, and support services in line with the NDIS Early Childhood approach.

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

### **KEY RESPONSIBILITIES**

#### **Community Engagement, Capacity Building and Implementation Services:**

- Support the delivery of a high-quality Early Childhood service in accordance with the contract, program guidelines, Early Childhood Intervention Services (ECIS) best practice principles and relevant legislative obligations.
- Efficiently and effectively manage a complex case/client list.
- In partnership with participants and their families, develop individualised plans that accurately record their priorities and needs.
- Prepare assessment reports, plans, and reviews that are sensitive to the cultures, values, and beliefs of people from diverse backgrounds and utilise interpreter services when necessary.
- Provide information to families that reflects their needs and links them into appropriate Universal and Specialist Services to meet their child's developmental needs.
- Build capacity and enable participants and families while managing realistic expectations.
- 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 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) to ensure required outcomes and performance measures are met.
- Work in collaboration with other BSL Early Childhood teams to ensure consistency and quality across teams.
- Contribute to building a cohesive team and provide constructive feedback, coaching and mentoring to other Early Childhood intake team members.

#### **Continuous Quality Improvement:**

- Work collaboratively with Early Childhood (EC) and Local Area Coordination (LAC) teams to identify opportunities for quality improvement, service development and potential resource implications.
- 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.
- Monitor client and stakeholder engagement and satisfaction and provide feedback to Managers where necessary.
- Support the development of a reflective culture to inform, maintain and improve performance.
- Support approved evaluation and research projects.

#### **Compliance and Risk Management:**

- Work closely with NDIS Leadership and Early Childhood (EC) team members to identify opportunities for quality improvement, service development and implement appropriate action.
- Ensure NDIS, contractual and organisational requirements are met, and ensure that performance is tracked and reported accordingly.
- Deliver high quality and timely services to meet all licence, contractual KPIs, targets and funding requirements.

**Stakeholder Relationships:**

- Constructively engage with a diverse range of stakeholders. Develop relationships across the community, businesses, and the disability sector.
- Inform mainstream and/or community services on the value and importance of accessibility. Support these services to take practical steps to being more inclusive.
- Identify and respond to stakeholders underlying needs. Find innovative solutions to resolve stakeholder issues.
- Build relationships with individuals and organisations that will aid in building community capacity in support of the service.
- Represent Early Childhood and Disability Services (NDIS) within the Brotherhood and to disability providers, peak bodies, community groups, government bodies and people with disability where appropriate.
- Deliver public presentations about Early Childhood Services, NDIS and other relevant topics as required.
- 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.
- Advocate for a positive approach to disability in broader community so that people with disability and their families/carers feel empowered and valued.

**Finance:**

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

**Other:**

- Work collaboratively within teams to achieve common goals.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities.
- 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.
- This position will require direct/indirect contact with children and/or vulnerable individuals.
- Other duties as required.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. 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.

## **KEY SELECTION CRITERIA**

### **Career Experience:**

- Industry experience working either with children, families, or disability.
- Extensive knowledge and application of early childhood development, developmental delay, and the early intervention service sector.
- Demonstrated understanding of the National Disability Insurance Scheme (NDIS), the Early Childhood approach and Early Childhood best practice principles.
- Ability to identify the needs of children and their families and make judgements regarding eligibility for Early Childhood NDIS support services.
- Excellent communication skills to work honestly and in partnership with families regarding eligibility to NDIS supports.
- Experience in customer facing environments that support or provide services to the community.
- Highly developed conceptual and analytical ability.
- A demonstrated ability to manage a complex case/client list efficiently and effectively.
- Demonstrated ability to identify and implement continual service improvements.
- Highly developed interpersonal skills and demonstrated ability to liaise and build collaborative positive working relationships with children, families, and service providers.
- Proven ability to work autonomously and effectively as part of a team.
- Demonstrated ability to identify and resolve problems and make appropriate recommendations.
- Demonstrated skills in conflict resolution and change management.
- Highly developed time management and organisational skills including the ability to multi-task, prioritise workload and meet deadlines.

### **Personal Qualities:**

- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety. You will be required to abide by the Child & Adult Safeguarding Policy and the Code of Conduct as well as all related child safe policies and procedures.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence.

**Qualifications/Other:**

- Relevant tertiary qualification (Bachelors or higher) in allied health, social work, early childhood teaching, etc.
- Registration with AHPRA, AASW, VIT or any other relevant body
- Relevant qualifications and/or experience in the disability sector, or awareness of the impact of existing or acquired disability upon individuals, families/carers, and the community.
- Highly developed administrative and professional writing skills.
- Experience with highly accountable processes that are subject to external review.

**Desirable:**

- Lived experience and insight of people with disability.
- A background in and/or experience working with CALD or Aboriginal and Torres Strait Islander communities.
- A commitment to and/or experience in delivering services using strengths based and person-centred principles.
- Experience of working in service systems that inform and empower service users.

**MANDATORY EMPLOYMENT CRITERIA**

- Specific work requirements include weekend work, evening shifts, public holidays, work-based travel, after hours on call, attendance at a variety of different work locations.
- 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.