

## Position Description

### ECEI Specialist – Allied Health/Special Education

## Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been standing alongside Australians in need since 1859. Our vision is for an Australia where all of us have a safe home and can thrive.</p> <p>We deliver homelessness crisis and prevention services, provide social and affordable housing, assist struggling families and children, address mental health issues, fight substance dependencies, support people with disability and much more.</p> <p>Given the right support, we believe everyone can reach their full potential. That's why we stand together with Australians in need, for as long as they need us.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	End homelessness and ensure people and communities in need can thrive.

## Position details:

Position Title:	<b>Early Childhood Intervention Specialist- Allied Health/ Special Education</b>
Executive Function:	Community Services Employee
Award/Agreement:	Service Delivery Enterprise Agreement
Classification:	Health Professional Employee
Level:	Level 5
Business Unit/Program:	NDIS Early Childhood Early Intervention Service (ECEI),
Reports to:	ECEI Service Area Manager
Position purpose:	<p>As a member of a national multi-disciplinary team, the Early Childhood Intervention Specialist will work alongside families and their children 0-6yrs with developmental delay and/or disability. The Early Childhood Intervention Specialist, will work together with the ECEI team in providing evidence based, family centred specialised supports.</p> <p>These supports may include conducting assessments, consulting with ECEI coordinators and implementing family support plans either in a group of individual bases.</p> <p>The Early Childhood Intervention Specialist role will provide discipline specific guidance to the team and families in an empowering and inclusive manor. Will be responsible for engaging and upskilling staff as well as the broader community with their specialised expertise in child development.</p>

The Early Childhood Intervention Specialist will also work directly with mainstream providers of children's services and community groups to build sector capacity and drive inclusion.

Early Childhood Intervention Specialist will work within the Statement of Requirements as set out by the National Disability Insurance Agency.

If you are, the successful applicant Mission Australia ECEI will provide necessary training required.

## Position requirements (What are the key activities for the role?)

<b>Key Result Area 1</b>	<b>Child and Youth Safe Practice</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Demonstrate knowledge of the <i>National Principles for Child Safe Organisations</i>.</li> <li>• Comply with core responsibilities set out in the MA Child &amp; Youth Safe policies, procedures and supporting documents to practice as required by the role.</li> <li>• Proactively raise concerns about any issues that affect the safety and wellbeing of children and young people engaging with MA services.</li> </ul>	<ul style="list-style-type: none"> <li>• A child and youth safe service environment is supported in accordance with the <i>National Principles for Child Safe Organisation</i>.</li> <li>• Sound application of policy to child and youth safe practice is demonstrated.</li> <li>• Concerns about the safety and wellbeing of children and young people are identified and responded to effectively.</li> </ul>
<b>Key Result Area 2</b>	<b>Tailored Specialised Support</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Develop and support the Facilitation and delivery of individual and group based therapy programs in line with National Best practice principles in Early Intervention.</li> <li>• Complete discipline specific assessments and evaluations when required</li> <li>• Plan and delivery individualised family support plans</li> <li>• Create and support the delivery of community presentation/ capacity building workshops for parents/carers in the local communities</li> </ul>	<ul style="list-style-type: none"> <li>• Children have access to timely and specialised developmental input on families functional goals</li> <li>• Supports are provided within a multi-disciplinary family centred approach.</li> <li>• Specialist experience and skills are shared and upskilled amongst the families and ECEI team</li> <li>• Group based supports along with capacity building workshops are delivered on a regular basis.</li> <li>• The role is delivered in line with program aims, and the funding/ service agreement</li> </ul>
<b>Key Result Area 3</b>	<b>Participant Support</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Assist children, families, carers and community with information around the ECEI approach and how it applies to them</li> </ul>	<ul style="list-style-type: none"> <li>• Baseline established to identify key drivers and indicators.</li> <li>• Community priorities for change are recorded.</li> </ul>

<ul style="list-style-type: none"> <li>• Build capacity for children, families and carers to identify their strengths and areas they would like to improve.</li> <li>• Develop and support the Facilitation and delivery of individual and group based therapy programs, in line with National Best practice principles in Early Intervention.</li> <li>• Assist families to develop, implement and monitor their NDIS plans</li> <li>• Referring families and children to other community and mainstream services as required</li> <li>• Have a solid understanding of community and mainstream connects that families and children can connect and be referred to regardless of if they are eligible for Access or not</li> </ul>	<ul style="list-style-type: none"> <li>• Required community engagement and capacity building plans/ activities are implemented within the required time frames.</li> <li>• Community and Mainstream Service capacity is strengthened.</li> <li>• ECEI staff focusing on community engagement/ capacity building roles are supported and effectively coordinated.</li> <li>• The community understands diversity within communities as well as the needs and possible supports for different cohorts of people with disability.</li> <li>• NDIS requirements are complied with.</li> </ul>
<b>Key Result Area 4</b>	<b>Relationship Management &amp; team Membership</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Work within the ECEI team to provide and support group and individual therapy to supports child's development and upskill the child's family/ carer.</li> <li>• Actively support positive partnerships between children, families and carers, local organisations and early childhood settings in enhancing inclusiveness in the community.</li> <li>• Build and maintain a currently working knowledge of local mainstream and community supports and services for children and their families.</li> <li>• Contribute to building inclusive networks and partnerships within the communities and individuals including creation of peer groups.</li> <li>• Support partners, community and early childhood mainstream providers to facilitate inclusion and improve outcomes for children</li> <li>• To demonstrate an increased commitment to those families and children that are in vulnerable or hard to reach communities.</li> <li>• Make an active commitment to the development and maintenance of a robust cohesive multidisciplinary team. Being an active participant in staff meetings, team discussions and staff development as an</li> </ul>	<ul style="list-style-type: none"> <li>• Specialists is able to measure activities undertaken that have improved the child's developmental capacity, community participation and inclusion.</li> <li>• Positive relationships and rapport have been built with children and their families resulting in willingness to be a part of the approach and implementation of strategies that are shared.</li> <li>• Strong external and internal relationships are formed and maintained, resulting in effective and positive interaction with services/ key stakeholders and appropriate referrals for children and families are made.</li> <li>• Specialist actively listen and learn collaboratively to create innovative solutions in service delivery</li> <li>• Adherence with the privacy and confidentiality legislation is respected and trust is built with all key stakeholders.</li> <li>• ECEI coordinators are provided with support/guidance and supervision of specialised skills being transferred.</li> <li>• Attendance at supervision, and performance review discussions and professional development relevant to the role.</li> <li>• Actively develop and maintain supportive relationships with all staff.</li> </ul>

employee of Mission Australia and in partnership with the NDIA	
<b>Key Result Area 6</b>	<b>Administration</b>
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• All activity related Child a family engagement and service is recorded accurately on CRN and in a timely manner.</li> <li>• All records, reports and notes relating to child and families are recorded in the appropriate format and identified IT system.</li> <li>• Required reports are written and developed accurately, within required timeframes.</li> <li>• Develop and build high quality Plans and reviews meeting audit compliance.</li> <li>• Complete a range of other administrative duties as required for the efficient delivery and facilitation of the ECEI activities and other engagement activities including but not limited to record keeping, statistics, reports, referral letters, Family support plans, case studies etc.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate participant records are maintained in a timely manner and kept up to date to the required standard and specifically in relation to progress and outcomes.</li> <li>• Reports are accurately completed within required timeframes</li> <li>• Feedback is provided to the NDIS about the on-the-ground effect of the NDIS</li> <li>• All paperwork is accurately completed within the required timeframes</li> <li>• Families/carers understand the NDIS, the ECEI approach and where applicable the participant pathway process.</li> <li>• Legislation and current NDIS requirements are complied with, including a commitment to safety wellbeing and best interests of children and young people.</li> <li>• Key performance indicators and outcomes are monitored and achieved.</li> </ul>

*Note - The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.*

## Work Health and Safety

Everyone is responsible for safety and must:

- Maintain a safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

## Purpose and values

- Actively support Mission Australia's [purpose and values](#)
- Positively and constructively represent our organisation to external contacts at all opportunities
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times
- Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.)

- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#)
- Actively support Mission Australia's [Reconciliation Action Plan](#).

## Recruitment information

### Qualification, knowledge, skills and experience required to do the role

- Qualification in Allied Health: Occupational Therapy/Speech Pathology/ Physiotherapy/ Psychology degree Or Bachelor or teaching with masters in special education or equivalent
- Registered, or eligible for registration, in accordance with the professional association
- Comprehensive understanding of the Disability, child, youth and family service sector. Including: Child Protection, the requirements of the Disability Services Act 2011, and the child and young persons and their families Act 1997, The NDIS and personalisation, human rights and citizenship for people with a disability.
- Experience working in Early Childhood Intervention and/or disability sector
- Excellent written and oral communication, interpersonal and negotiation skills. The ability to communicate sensitively and effectively with all people is essential to the role
- Well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadline.
- Must be able to thrive in a dynamic work environment and be able to manage change
- Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain records
- Proven ability to work as part of a team and share skills contributing to a positive workplace culture.
- Experience in maintaining professional boundaries while engaging in person and family centred work
- Experience and understanding of working with families of a ATSI and CALD backgrounds, and their communities.

### Key challenges of the role

- The ability to work with families and children in a time of their lives where they may feel vulnerable and are facing many barriers, and ensuring their experience is timely and smooth. Giving appropriate assistance within mainstream and funded support systems.

## Compliance checks required

Working with Children ☒

National Police Check ☒

Vulnerable People Check ☐

Driver's Licence ☒

Other (prescribe) ☐

**Approval**

**Date**

**ECEI National Management Team**

**23.02.2021**