

## Mission Australia

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| About us: | <p>Mission Australia is a non-denominational Christian organisation that has been helping people regain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</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:     | To reduce homelessness and strengthen communities.   |

## Position Details:

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| Position Title:   | Senior Early Childhood Early Intervention Coordinator  |
| Classification:   | Health Professional Employee   |
| Level:            | Level Five   |
| Function:         | Service Delivery   |
| Reports to:       | ECEI Program Manager   |
| Position Purpose: | <p>As a member of a transdisciplinary team the Senior ECEI Coordinator will work alongside children 0-6 years with disability or developmental delay and their families and carers to undertake assessments and develop and implement interventions that build on the strengths of the child and their families and improve the child's trajectory and overall quality of life. The Senior ECEI Coordinator will also work directly with mainstream providers of children's services and community groups to build inclusion and community capacity. Where there are not the services available the Senior ECEI Coordinator will be responsible for the planning, coordinating, and implementation of individual and group based therapy.</p> <p>Senior ECEI Coordinators will work within the Statement of Requirements as set out by the National Disability Insurance Agency and will be guided by Evidence based – best practice approaches.</p> |

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

| Key Result Area 1   | Tailored Specialised Support   |
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| Key tasks   | Position holder is successful when   |
| <ul style="list-style-type: none"> <li>• Complete assessments including developmental screening and assessments required by the NDIS;</li> <li>• Complete discipline specific developmental assessments;</li> <li>• Plan and deliver initial supports to families utilising a trans-disciplinary approach, including short term individual therapy and group based therapy programs where there are existing gaps;</li> <li>• Deliver public presentations/ 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 screening and assessments;</li> <li>• Children have provision of early childhood education/occupational therapy/speech therapy/physiotherapy and/or psychological support utilising a trans disciplinary approach;</li> <li>• Children and parents/carers have access to therapy and group programs;</li> <li>• Capacity building workshops are delivered on a regular basis;</li> <li>• The ECEI service is delivered in line with program aims, and the funding/ service agreement.</li> </ul> |

| Key Result Area 2  | Participant Support   |
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| Key tasks  | Position holder is successful when  |
| <ul style="list-style-type: none"> <li>• Assist children, families, carers and community with information to further understand what the NDIS is and how it applies to them;</li> <li>• Build capacity of children, families and carers to identify their goals, strengths and needs, and plan for their future;</li> <li>• Facilitate informal and formal assessments for children 0-6 years;</li> <li>• Facilitate individual and/or group sessions with children and their families when required;</li> <li>• Assist the individual or nominated contact to develop, implement, review and monitor their NDIS plans;</li> </ul> | <ul style="list-style-type: none"> <li>• They demonstrate that they are consistently approachable, positive, passionate, open, professional and respectful.</li> <li>• Participant goals and plans are in place, working and information is provided.</li> <li>• Referrals are made within the required timeline.</li> <li>• NDIS participants and their families/carers understand the NDIS, the ECEI Approach and where applicable the Participant Pathway process.</li> <li>• Legislation requirements, current NDIS operational guidelines and work practices NDIS are complied with.</li> <li>• KPI's as outlined in the Statement of requirements are met.</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Provide information and advice where individuals are seeking to establish self-managed support arrangements;</li> <li>• Referring Participants to other community services as needed;</li> <li>• On-going person centred planning as a result of an individualised profile prior to the referral to services;</li> <li>• Develop goals and plans with every participant in a trans-disciplinary approach that is inclusive of other team members, and the broader community and other Government supports;</li> <li>• Assist participants who are not eligible for ECEI services with mainstream linkages and referral.</li> </ul>  |   |
| <b>Key Result Area 3</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>• Empower NDIS eligible children with developmental delay or disability, their families and carers to build and pursue their goals, exercise choice and control and engage with the Scheme;</li> <li>• Work within the team to provide group and individual interventions to support a child's development;</li> <li>• Actively support positive partnerships between children, families and carers, local organisations and the broader community to build a more inclusive community;</li> <li>• Build and maintain a current working knowledge of local mainstream and community supports and services for children;</li> <li>• Contribute to building inclusive communities through partnership and collaboration with individuals and families/carers, local organisations, and the broader community;</li> <li>• Support partners, community and early childhood mainstream providers to facilitate inclusion and improve outcomes for children;</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to demonstrate activities undertaken that have improved the child's developmental capacity, community participation and inclusion;</li> <li>• Effective rapport is built with Participants and their families resulting in willingness to accept assistance and intervention;</li> <li>• Strong external and internal relationships are formed and maintained, resulting in effective interaction with services/key stakeholders and appropriate referrals for participants;</li> <li>• They actively listen and learn collaboratively create innovative solutions</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 clinical supervision.</li> <li>• Participate in regular team meetings to discuss progress, issues, and planning requirements;</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> |

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| <ul style="list-style-type: none"> <li>• Commitment to the needs of children and vulnerable people with a disability from a culturally or linguistically diverse background; and/or from an Aboriginal or Torres Strait islander background.</li> <li>• Providing direction/ mentor to ECEI Coordinators.</li> <li>• Work collaboratively with ECEI Program Manager and Service Area Managers to identify opportunities for quality improvement, and service development.</li> <li>• Make an active commitment to the development and maintenance of a cohesive multidisciplinary team and participate in staff meetings, team meetings and staff development as an employee of Mission Australia and in partnership with the NDIA;</li> </ul>   |  |
| <b>Key Result Area 4</b>   | <b>Administration</b>  |
| <b>Key tasks</b>   | <b>Position holder is successful when</b>  |
| <ul style="list-style-type: none"> <li>• To report on work done by maintaining appropriate NDIS case records using the NDIS Business Systems;</li> <li>• Maintain up to date participant records in line with Mission Australia and NDIA Business Systems;</li> <li>• Ensure that all required internal and external records are completed and recorded;</li> <li>• Undertake a range of duties to support the development of participant referrals, interaction with other service providers, appointment setting and advocacy internally and externally;</li> <li>• Complete a range of internal and external reports as required.</li> <li>• Complete a range of other administrative duties for the efficient running of the service including statistics, reports, referral letters, goal 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>• NDIS participants and their 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 the safety wellbeing and best interests of children and young people.</li> <li>• Key performance indicators and outcomes are monitoring and achieved.</li> </ul> |

## 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 (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

## Recruitment information

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

Essential:

- Allied Health qualifications: Occupational Therapy/Speech Pathology/Physiotherapy/Psychology degree/ Social Work.
- Registered, or eligible for registration, in accordance with the professional association.
- Comprehensive understanding of the Disability, Child, Youth and Family Services sector, including Child Protection, the requirements of the Disability Services Act 2011, and the Children, Young Persons and their Families Act 1997, National Disability Insurance Scheme, personalisation, Human Rights and Citizenship for people with a disability;
- Experience working in Early Childhood and/or Disability Sector;
- Excellent written and oral communication, interpersonal and negotiation skills, with the ability to communicate sensitively and effectively with all people to establish effective relationships;
- Demonstrated well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadlines;

## Senior Early Childhood Early Intervention Coordinator

- Strong computer literacy skills with the capacity to work with various participant management data portals to create and maintain participant records;
- Experience
- Proven ability to work effectively and as part of team and to enhance positive workplace culture;
- Demonstrated experience in maintaining professional boundaries while engaging in person-and family centred work.
- Experience for working with ATSI and CALD Communities.

Desirable:

- Knowledge of community networks, formal and informal supports, and early childhood providers in the region.

### Key challenges of the role

The ability to work with Participants/Families/Carers with a developmental delay and/or Disability who are facing challenging and multiple barriers, and ensure their rapid referral to appropriate assistance within the mainstream and funded service systems.

### Compliance checks required

|                               |                                     |
|-------------------------------|-------------------------------------|
| Working with Children         | <input checked="" type="checkbox"/> |
| National Police Check         | <input checked="" type="checkbox"/> |
| Vulnerable People Check       | <input checked="" type="checkbox"/> |
| Drivers Licence               | <input checked="" type="checkbox"/> |
| NDIS On-Boarding requirements | <input checked="" type="checkbox"/> |

### Approval

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Sarah Brown

30.05.2018