



POSITION DESCRIPTION

ECEI Coordinator

This position description describes the scope and skills required of the ECEI Coordinator at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION: ECEI Coordinator

WORK TYPE: Full time position

LOCATION: Based at a Link HC NDIS ECEI Program offices located in Melbourne Metropolitan and Regional locations. To meet service demands, travel between site office locations is a requirement.

REPORTS TO: Senior ECEI Coordinator, NDIS ECEI Services

ORGANISATIONAL CONTEXT:

Link HC is a multi-sited community health service and early childhood early intervention (ECEI) Partner in the Community (PITC), providing a comprehensive range of health, early childhood and community services.

Link HC is the NDIS ECEI PITC delivering ECEI services in NDIA contracted regions. Link HC delivers the ECEI family centred approach which helps children with developmental delay or disability, and their families, to achieve better long term outcomes.

The Link HC Vision is: Healthier people participating in their communities

Underpinning principles in achieving this vision are that Link HC:

Recognises that the health of individuals and the community is influenced by social and environmental factors as well as individual's access to health and mainstream community services and plans and delivers our services accordingly

Recognises that participant, community and staff engagement in all aspects of our activities is essential for effective governance.

Strives to provide quality services, in a professional, timely manner, to participants from culturally and linguistically diverse backgrounds and to participants in the NDIS, children

requiring early intervention and to people who may require different communication approaches.

Link HC is committed to partnering with other organisations to offer integrated health and well-being services that are consistent with state-wide health needs and social priorities.

Link HC actively places the individual at the centre of their care so they can take part in their community. This is done by providing information and skills to help consumers make their own decisions and formulate their own goals; helping them to stay motivated, foster independence, health and wellbeing.

The Link HC Guiding Values are:

We **care** for our community and for the people who use our services

We **listen** to people who need our services and we advocate for our community

We provide **accessible**, innovative, and high quality services and programs

We **partner** with other organisations to ensure the development and delivery of better services

SCOPE OF THE ROLE

As a member of a transdisciplinary team the ECEI Coordinator, will be integral to the delivery of the NDIS ECEI model in the regions to assist children with developmental delay and/or disability, and their families to achieve better long-term outcomes through support services in their local community. The ECEI Coordinator promotes a family-centred practice to maximise opportunities for community inclusion and participation for the child and family to receive support in the development of mainstream services required according to their individual need.

Reporting to the Senior ECEI Coordinator, the ECEI Coordinator will adopt a family centered approach in supporting participants to maximise their opportunities for accessing and coordinating the services they need in accordance with the NDIS ECEI model.

DUTIES AND RESPONSIBILITIES

The ECEI Coordinator will provide quality services in line with the program aims, funding guidelines and the vision and values of Link HC. The services provided include, but are not limited to:

1.0 Service Delivery

The ECEI Coordinator will primarily provide services to children and families in accordance with the NDIS ECEI model. These services will be in line with program aims, funding guidelines, service agreements, and the vision and values of Link HC.

Primary services provided include but will not be limited to: -

- 1.1 Be responsible for assessment, planning and delivery of services as per the scope of the role.
- 1.2 Deliver services in accordance with the appropriate level and expectations of the Link HC ECEI capability framework.
- 1.3 Understand the scope of practice of ECEI Coordinators involved in the provision of services and thereby provide appropriate levels of delegation.
- 1.4 Adhere to procedures in clinically relevant areas.
- 1.5 Adopt a multi-disciplinary approach to develop goals and plans with every participant; inclusive of other team members involved in the care and management of the participant in

- accordance with the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) model
- 1.6 Provide care when and where it best meets the participants' needs including on site, at home and in the community.
 - 1.7 Adhere to professional practice standards.
 - 1.8 Adhere to the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) statement of requirements.
 - 1.9 Undertake accurate and timely documentation and communication. This includes but is not exclusive to statistical information, clinical notes, reports, responses to inquiries, verbal and written documentation to referrers, participants and others.
 - 1.10 Utilise evidence based practice in the delivery of services and adhere to relevant best practice guidelines.
 - 1.11 Initiate quality improvement activities and participate in research.
 - 1.12 Undertake professional development as agreed to in the annual Performance Plan.
 - 1.13 Other duties as directed

Organisation wide:

2.0 Administration

- 2.1 Ensure up to date records according to quality standards and contribute to ensuring safe custody and confidentiality of all records whether in hard copy or electronic format.
- 2.2 Prepare and maintain appropriate statistical data, reports and analysis activities as required
- 2.3 Supervise students and volunteers as required, or as appropriate
- 2.4 Communicate with General Manager, NDIS ECEI Services in respect to role responsibilities and professional expertise in order to assist with program development
- 2.5 Participate in identifying professional development and training needs and attend professional development activities as required.

3.0 Community Capacity Building

- 3.1 Work collaboratively with service providers in Link HC teams and in the broader service system to ensure that Link HC provides integrated services.
- 3.2 Working collaboratively with other local area specialist organisations and mainstream community groups and service providers to develop positive social relationships and be more inclusive to people with a disability.

4.0 Quality Improvement and Professional Development

- 4.1 Support the organisational culture, which promotes continuous service improvement and innovation.
- 4.2 Contribute to the organisations Accreditation Process, including identifying, developing, and implementing and evaluating quality improvement activities.
- 4.3 Participate in identifying professional development and training needs and attend professional development activities as required.
- 4.4 Assist the Human Resources Manager in developing policies and procedures for Link HC human resources practice as appropriate.

5.0 Occupational Health & Safety (OHS)

- 5.1 Actively support a range of activities in accordance with Occupational Health & Safety legislation obligations and in line with the Link HC Risk Management Program.
- 5.2 Support and participate in the Link HC OH&S Risk Management Plan and implement the plan (where appropriate) at discipline/organisation level.
- 5.3 Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.

- 5.4 Report injuries in the Site Register.
- 5.5 In the event of a workplace injury occurring, cooperate fully with the nominated Return to Work Coordinator, treating medical Coordinators and health professionals to facilitate an early return to work and access to an appropriate rehabilitation program.

6.0 Equal Employment Opportunity.

- 6.1 The position holder is required to observe and practice the principles and obligations of Equal Employment Opportunity, which include:
- A workplace which is free from harassment;
 - Ensuring that activities and practices prevent and eliminate unlawful discrimination
 - Promote merit and equity in the workplace.
- 6.2 will contribute to the successful management of diversity in the workplace.
- 6.3 will, if and when required, co-operate with any relevant enquiry into complaints and attend supervision and performance management meetings.

7.0 Community Engagement and Consumer Participation

Link HC values collaboration with consumers and community members to improve the way our services are developed, planned and delivered. We are committed to community engagement and consumer participation and as such support ways in which the community's health can be optimized and its strengths are recognized and built upon by encouraging all staff to:

- Support and contribute to the goals and objectives of the Community Engagement and Consumer Participation Policy.
- Actively participate in recruiting consumers, carers, and the community to participate in all aspects of the organization.
- Promote awareness that Link HC encourages consumer, carer, and community participation at all levels of the organisation.
- Work collaboratively with other staff, the community and consumers to plan, implement and evaluate services, projects and programs
- Represent LINK HC at various forums and community activities

8.0 Organisation Policies & Procedures

- 8.1 Maintain currency of knowledge and practice with Link HC specific Regulations, Policies and Procedures as applicable to the position and as amended from time to time.

9.0 Code of Conduct

- 9.1 The Link HC Code of Conduct provides a framework of expected behaviours with the view to ensuring that Link HC is a safe work environment with the expectation that all dealings are conducted with integrity and respect at all times. All employees are expected to understand and abide by the Code of Conduct.

10.0 Information Communication Technology and Information Management.

- 10.1 Maintain a level of competency and knowledge in Link HC business applications (dependant on role) and internal IT systems including that of the NDIS IT System and Internal Link HC systems.

Note - Training in some applications may be mandatory.

REPORTING RELATIONSHIPS

The ECEI Coordinator is accountable to the Senior ECEI Coordinator, NDIS ECEI Services

Performance Review:

Criteria:

Participation in regular performance appraisal based on a documented individual performance plan with stated performance indicators including output targets is expected. The performance plan and outputs will be negotiated in accordance with a regular cycle of review and will include:

- Demonstrated skills in the evaluation and implementation of evidence based practice.
- Demonstrated understanding of the National Disability Insurance scheme Act (2013).
- Proactive, constructive and creative approaches to problem solving for individual participants and service development.
- Demonstrated skills in organisation, time management, planning and priority setting.
- Ability to fulfil the key objectives, duties and responsibilities required in the role.
- Excellent interpersonal and communication skills.
- Demonstrated interest in participation in transdisciplinary collaborative practice.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Bachelor Degree in an appropriate Allied Health discipline or Early Childhood Education.
- AHPRA registration or equivalent professional membership.
- Ability to maintain registration compliance standards.
- Experience in service delivery in an area relevant to the role.
- CPR and First Aid Certification.
- Current Victorian drivers licence.
- Have own vehicle.
- Ability to travel across regions and work independently as required.

Desirable

- Experience in a community setting.
- Working with children and families/carers.
- Working with people with a disability.
- Previous experience in a similar role or Community Health setting.

Other

- A Police Record Check regarding any criminal record will be required prior to finalisation of the appointment and updated every three (3) years.
- Working with Children Check.
- Credentialing documentation is required to be completed and verified prior to finalisation of the appointment.
- A Mandatory Working with Children check will be required for this role.
- Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
- This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.
- Applications from Aboriginal people, people from a culturally diverse background and people with a lived experience of disability are encouraged.

- Note: Link HC is a child safe organisation. The successful applicant will be required to undergo a satisfactory criminal record check from the Australian Federal Police or country of residence.

Approved:
Danielle Vitacca
General Manager, NDIS ECEI Services
Link Health and Community

I acknowledge and agree that the above position description is an accurate reflection of the ECEI Coordinator.

Signed:
Employee

Name:

Date: