



POSITION DESCRIPTION

Senior ECEI Coordinator

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

POSITION: Senior ECEI Coordinator

WORK TYPE: Full time position

LOCATION: Link HC NDIS ECEI Program has offices located in the Inner Eastern Melbourne, Outer Eastern Melbourne, Southern Melbourne and Inner and Outer Gippsland areas. A primary site is allocated, however in order to meet service demands, travel between site office locations is a requirement.

REPORTS TO: Team Leader, 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 Community Partner for Inner and Outer Eastern Melbourne, Southern Melbourne and Inner and Outer Gippsland areas. The ECEI approach supports children aged 0-6 years who have a developmental delay or disability and their family/carers. The ECEI 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.

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
- **We are a sustainable** organisation, financially, socially and environmentally

SCOPE OF THE ROLE

Reporting to the Team Leader, the Senior ECEI Coordinator will lead a team of ECEI Coordinators to support participants to maximise their opportunities for accessing and coordinating the services they need in accordance with the NDIS ECEI model.

As a member of a transdisciplinary team the Senior ECEI Coordinator, will be integral to the delivery of the NDIS ECEI model. The Senior ECEI Coordinator will work closely with families to support them to identify their child's service and support needs and to set goals that will assist the child in everyday environments. The Senior ECEI Coordinator uses a family-centred approach to gather information to identify the appropriate pathway for children and their families. This may include access to the NDIS, short term interventions or community and mainstream supports, or a combination of these. The Senior ECEI Coordinator will provide supervision and support to their team of ECEI Coordinators.

DUTIES AND RESPONSIBILITIES

The Senior 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 Senior ECEI Coordinator will primarily lead a team of ECEI Coordinators in the provision of service to children and families in accordance with the NDIS ECEI model and additionally is responsible for the management of a case load including complex cases. 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 a Senior ECEI Coordinator involved in the provision of services and thereby work within appropriate levels of delegation.
- 1.4 Apply knowledge and experience in areas of expertise when delivering services/supports to families/children.

- 1.5 Understand and adhere to all legislative and compliance requirements of the ECEI program and Link HC.
- 1.6 Conduct Performance Reviews and develop Performance Plans.
- 1.7 Utilise evidence based practice in the delivery of services and adhere to relevant best practice guidelines.
- 1.8 Adopt a family centred approach to gather information to identify the appropriate pathway for children and their families.
- 1.9 Develop goals and plans with individual participants; including short term intervention plans in accordance with the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) model.
- 1.10 Deliver information sessions to families and the community, where appropriate, with the intention to build capacity, awareness and inclusion
- 1.11 Adhere to professional practice standards.
- 1.12 Adhere to the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) statement of requirements.
- 1.13 Undertake accurate and timely documentation and communication. This includes but is not limited to statistical information, clinical notes, reports, responses to inquiries, verbal and written documentation to referrers, participants and others.
- 1.14 Monitor and respond appropriately to identify clinical and organisational risk by applying the organisations Risk Management Frameworks to minimise risk exposure for areas of responsibility
- 1.15 Monitor and mentor staff to ensure workflow and service delivery is effective, efficient and to quality standards and key performance indicators are met.
- 1.16 Identify key learning gaps to ensure service quality standards are met.
- 1.17 Work collaboratively with Team Leader and Manager ECEI to ensure key deliverables and quality outcomes are met as per the contract KPI's.
- 1.18 Initiate quality improvement activities and participate in research. Instil continual improvement culture within the team.
- 1.19 Undertake professional development as agreed to in the annual Performance Plan.
- 1.20 Provide high quality supervision to ECEI Coordinators within the team.
- 1.21 Support and mentor ECEI Coordinators and assist them to work efficiently and effectively to meet their KPI's.
- 1.22 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 Team Leaders and Managers, 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 Senior ECEI Coordinator is accountable to the Team Leader, 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.
- Be able to provide support and guidance to ECEI Coordinators with regards to assessment, planning and service delivery in an early intervention setting.
- Demonstrated experience in providing education, support, and coaching.
- 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. Ability to listen, lead and influence.
- Demonstrated interest in participation in transdisciplinary collaborative practice.
- Demonstrated skills and experience to provide supervision and support.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Citizenship or evidence of working rights in Australia.
- Bachelor Degree in an appropriate Allied Health discipline or Early Childhood Education.
- AHPRA registration or equivalent professional membership.
- Ability to maintain registration compliance standards.
- At least five years' experience post-registration preferably in a similar role.
- Experience in service delivery in an area relevant to the role.
- CPR and First Aid Certification
- Current Victorian drivers licence and registered motor vehicle with comprehensive insurance.
- Ability to travel across areas and work independently as required
- Previous experience in a similar role, Early Intervention or Community Health setting

Desirable

- Additional qualifications in mentoring/coaching and supervision

Other

- A Police Record Check regarding any criminal record will be required prior to finalisation of the appointment and updated every three (3) years.
- 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

Senior ECEI Coordinator

Signed:
Employee

Name:

Date: