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Position Title	Early Childhood Specialist
Services	Early Childhood
Responsible to	Early Intervention Manager, CEO
Grade	Early Childhood Specialist
Award	Social, Community Home Care and Disability Services Industry Award, 2010
Date Reviewed	June 2023– Review by CEO /Operations Manager, Family Support Manager, Early Intervention Manager and Management Committee
Position Details	Permanent Full-time 37.5 Hours per Week, Part-time or Casual

Primary Purpose of Role
<ul style="list-style-type: none"> <li>• Provide supports for children between 0-8 years in line with ECIA National Guidelines for Best Practice in ECEI. Ensure service delivery meets the National Disability Standards and adheres to other relevant legislation and standards, especially those designed to keep children safe</li> <li>• Collaborate with families to establish clear and measurable outcomes that will inform the development of an Individual Service Plan (ISP) for each child in line with their NDIS plan</li> <li>• Seek input from allied health practitioners and teachers to develop strategies that support the child’s development in the trans-disciplinary Keyworker model</li> <li>• Develop an ISP, record progress and write reports that summarise developmental progress.</li> <li>• Engage and interact with children with developmental delays using a play-based approach that incorporates trans-disciplinary strategies to assist development through each individual child’s interests and learning preferences</li> <li>• Provide capacity building supports to the participant’s parents / carers and support network to integrate trans-disciplinary strategies that support development into daily routines</li> <li>• Provide capacity building supports to facilitate the child’s successful transition to school and inclusion into the community</li> <li>• Be an advocate and facilitator of inclusion of the child and their parents/ carers when required.</li> <li>• Provide EC / Teaching supports to children attending the Family Supported playgroups.</li> <li>• Adhere to the NDIS Code of Conduct and Practice Standards as required by the NDIS Quality and Safeguards Commission.</li> <li>• Meet the Key Result Area’s as detailed below.</li> </ul>

I, ....., have read and understood this Position description.

Signed:

Date:

## Vision, Purpose & Values

### Our Vision

All children, & their families, to have equal access to social & disability supports without discrimination, irrespective of race, language, religion, ethnic origin, ability, or other status

### Our Purpose

To support families to have the capacity to provide an environment for their child that promotes safety & wellbeing, builds their confidence & skills, & creates resilience through connections to community & culture

### Our Values

Respect Integrity Collaboration

## Key Result Areas

### KRAs as described in the Strategic Plan

#### KRA 1 - PERFORMANCE:

To deliver sustainable, quality, family-centered services able to meet the growing needs of families & the community

#### KRA 2 - PEOPLE:

To provide children & their families with the confidence & skills to participate meaningfully in the community

#### KRA 3 - PLANET:

To collaboratively overcome the barriers encountered by vulnerable families & children living with additional needs

#### KRA 4 - PRACTICE:

To be an employer of choice by attracting a high calibre, motivated, diverse & resilient workforce & provide a healthy, safe & stimulating work environment

## Essential Criteria

- Bachelor Degree, Graduate Diploma in Teaching or allied field.
- Proficient Teacher registration (Current): National Education Standards Authority (NESA) or other professional registration body recognised by the Quality and Safeguards Commission
- Knowledge of the National Disability Insurance Scheme as it relates to ECI
- A working knowledge of Early Childhood development
- Ability to work with a team in a professional, supportive way, reflective of the organisation's values
- High level of communication skills and ability to engage with a wide range of stakeholders including participants, parents / carers, the participants support network, community and health service providers and government officers
- Current Working with Children Check
- Current NDIS Worker Screening Check
- An understanding of:
  - National Standards for Disability Services
  - Child Protection (Working with Children) Act 2012
  - Disability Inclusion Act 2014 (NSW)
  - Work Health and Safety Act 2011 (NSW)
  - Anti-Discrimination Act 1977 (NSW)
  - Australian Charities and Not for Profits Commission Act 2012
  - [National Disability Insurance Scheme \(Incident Management and Reportable Incidents\) Rules 2018](#)
  - [National Disability Insurance Scheme \(Code of Conduct\) Rules 2018](#)
- Current Drivers Licence and access to a vehicle.