



Building better futures
for children with disabilities

Position Description

Early Childhood Intervention Professional Level 2

Classification	ECIS Level 2
Program/Department	Services
Reports to	Team Leader
Supervises	-

About Noah's Ark

Noah's Ark is a not-for-profit community organisation providing early childhood services to children (primarily from ages 0-8), with disabilities and additional needs. We are the largest early childhood intervention service operating in Victoria and the ACT.

We are driven by a strong philosophy and core values, and have always placed children and families at the centre of all the work we do. We value all our staff and strive to provide a positive working environment where everyone feels supported, valued and able to achieve their goals.

Our staff have a passion for transforming the lives of children and are united in a commitment to providing quality services. We know that the work we do with children and families can make a profound difference.

Position summary

The role of the Early Childhood Intervention Professional is to work as part of a trans-disciplinary team to deliver high quality, accountable, early childhood intervention services to families. This is realised by working with families to:

- identify their needs;
- problem solve ways of meeting these needs;
- provide direct intervention as agreed; and
- build each family's capacity to advocate for themselves and access local children's services and other community resources.

Key responsibilities

In line with Program Guidelines and Noah's Ark Practices:

- Act as key worker for allocated families
- Provide direct support to children with disabilities and their families
- Prepare and submit relevant reports and service data
- Contribute to continuous development of a high quality service
- Develop and maintain effective internal and external working relationships
- Plan optimal use of time on a day to day basis
- Manage own performance and professional development and participate in the Planning, Performance Review & Development process.
- Contribute to strategic and action planning and implementation

Key result areas

1. Service Delivery

- Families are consulted with effectively and understand the expectations, aims and purpose of ECIS
- Family Service and Support Plans are developed and evaluated in consultation with families and respond to identified and agreed needs
- Provides direct intervention according to identified needs and own qualifications
- Consults with other team members, services and organisations providing services to the family to support a complementary and co-ordinated approach to service delivery
- Provides effective consultancy advice to the trans-disciplinary team related to own discipline
- Seeks consultancy advice from team members of different professional disciplines
- Builds the family's capacity to respond to the needs of their family and to access community resources
- Records data and provides documents according to reporting requirements in an accurate and timely manner
- Contributes to service development initiatives

2. Relationships

- Interacts respectfully and effectively with others
- Interacts with families using family centred, strength based and reflective practices
- Regularly communicates with supervisor on all aspects of the role
- There are no serious, legitimate and substantiated complaints regarding the actions of the Early Childhood Intervention Professional.

3. Own Discipline

- Maintains and updates discipline specific skills
- Own professional development needs are identified and updated as required

4. Organisation

- Maintain knowledge of Noah's Ark policies, procedures and practices

Selection criteria

Essential

- A relevant tertiary qualification in allied health or early childhood teaching
- A sound understanding of current theory and practice in the professional's discipline
- Demonstrated understanding of the philosophy of inclusion and associated practice
- Demonstrated knowledge of current early childhood development theory and practice, including cross cultural perspectives
- Knowledge of typical and atypical early childhood development and practical strategies to facilitate child development
- Demonstrated knowledge of the children's services system and other services available to the target client group
- Demonstrated knowledge and understanding of family dynamics and issues relevant to children with disabilities and their families
- Capacity building approaches that utilise collaboration, reflective and strength based practice
- Ability to develop and maintain collaborative partnerships with families, other professionals and the community
- Demonstrated strong interpersonal and communication skills with proven ability to liaise with people at all levels
- Demonstrated ability to work with people from diverse backgrounds in a professional, confidential and sensitive manner.
- Well-developed written skills to prepare routine correspondence and client documentation.
- Ability to work independently and effectively as a member of a trans-disciplinary team
- Ability to plan and organise workload and determine priorities

Desirable

- Experience in working with children with additional needs
- Ability to form partnerships with families, other professionals and the community

Prerequisites

- Satisfactory National Police Record Check
- Satisfactory Disability Worker Exclusion Scheme check
- Current Working with Children Check / Working with Vulnerable People Check
- Current Registration with your occupational regulator (e.g. AHPRA, Speech Pathology Australia, Victorian Institute of Teachers)
- Current Driver's Licence and daily access to a motor vehicle

Working at Noah's Ark

All staff:

- Work within an environment of quality service and continuous quality improvement.
- Are expected to behave in accordance with the provisions of the Code of Conduct.
- Take responsibility for a safe and healthy work environment and a workplace free from discrimination and harassment.
- Are expected to maintain knowledge of, and comply with Noah's Ark's policies, procedures and practices

Staff member Signature

Chief Executive Officer Signature

Date

Date