



POSITION DESCRIPTION - Early Years Specialist

Part 1 – Expectations for Your Role

Position	Early Years Specialist
Service / Program	Early Childhood Approach
Industrial Instrument	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
Instrument Classification	Level 3
Reports to	Regional Lead
Effective Date	March 2025

Key Deliverables

- **Early Childhood Intervention** – Deliver strengths-based early childhood supports in accordance with PITC program guidelines and the National Guidelines for Best Practice in Early Childhood Intervention.
- **Assessment & Screening** – Use functional assessments, developmental screeners, observations, and knowledge of child development to identify the most appropriate support options for children and their families.
- **Family-Centered Practice** – Engage with families as equal partners to plan goals and supports based on family priorities and the outcomes they want for their child.
- **Capacity Building** – Build knowledge, skills, and confidence of families, carers, and other professionals to support the child to practice and learn new skills in everyday environments, routines, and activities.
- **Community Inclusion** – Actively connect and facilitate the inclusion of children in community and mainstream settings.
- **Individualised Support** – Ensure children and their families receive services that are personalised, responsive, timely, and flexible. 'One size does not fit all.'
- **Documentation & Compliance** – Accurately record conversations with families, developmental information, goals, and outcomes in the NDIA business system in accordance with the NDIS Performance Management Framework.
- **NDIS Planning & Implementation** – Assist families, where applicable, to apply for and implement a funded NDIS plan.

Skills

- **Time Management & Prioritisation** – Exceptional time management, ability to prioritise workload and meet deadlines and KPIs.
- **Communication & Interpersonal Skills** – High-level verbal and written communication, interpersonal, and negotiation skills.
- **Relationship Building** – Ability to build rapport and develop respectful relationships with families and children.
- **Intervention Planning** – Ability to plan group and individual interventions for children with disability or developmental delay.
- **Emotional Intelligence & Resilience** – Emotional intelligence, personal resilience, and tenacity.
- **Technology Skills** – Advanced computer literacy.



Qualification/Registrations/Licences (*Mandatory only*)

- **Qualifications & Registration** – Appropriate qualifications and relevant governing body registrations, as applicable.
- **Driver’s License & Outreach** – Valid Australian driver’s license and capacity to undertake outreach work in family homes and in the community.
- **NDIS Compliance** – NDIS onboarding documents are cleared before commencement.

Physical Requirements

- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Data Entry:** Capability to type and handle administrative tasks.
- **Office Mobility:** Ability to move around the office and attend meetings.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Visual & Auditory:** Ability to read documents and communicate effectively in person and via phone/video.
- **Travel:** Ability to work with families in all states and territories via telepractice.



POSITION DESCRIPTION - Employee

Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each’s values, ensuring an inclusive, safe, and engaging culture.

Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each’s goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each’s policies.

Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

Key Selection Criteria

Skills & Behaviours

- Adhere to Each’s Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.