

Position title	Early Years Specialist
Reports to	Regional Lead
Date	March 2023

About EACH

EACH provides an integrated range of health, disability, counselling and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 300 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	A healthy community where everyone belongs.
Our purpose	Promoting health, building hope and creating opportunity.
Our values and behaviours	<p>We care</p> <p>We welcome you with empathy and hope. We believe making change is possible for everyone.</p> <p>We listen</p> <p>We take time to understand you, your experiences and your culture. We work with you and the people important to you, to build the right supports.</p> <p>We learn</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver</p> <p>We have a 'can do' attitude and find ways to say 'yes'. We do what we say we're going to do.</p>

About the NDIS Early Childhood Approach team

The team delivering the NDIS Early Childhood Approach is a diverse and highly motivated group of experienced allied health professionals, social workers, and inclusive education specialists. The team is responsible for conducting functional assessments, planning, and delivering early supports for children 0-6 years with a developmental delay or disability and their families. We work in partnership with families to support children to achieve positive outcomes, actively participate in everyday activities and be included in family and community life.

At EACH we have a flexible work environment and an engaging, supportive team with high achievement expectations. We aim to be the best we can at what we do.

Position summary

The Early Years Specialist will work in a transdisciplinary team. They will share and learn from each other to plan evidenced based strategies to support children, their families and carers achieve better lifelong outcomes.

In this role, the Early Years Specialist will work in partnership with families to complete functional assessments, have conversations with families, carers and other professionals to develop and deliver a range of supports to assist the child to achieve their goals.

Supports delivered include:

- Interacting and building rapport with families and listening to the voices of the child
- Connecting and facilitating the inclusion of child in community and mainstream settings
- Coaching families, carers and other professionals to build their capacity to support the child's development needs in everyday routines and activities
- Documenting developmental information, goals and outcomes
- Developing and delivering parent education programs and early supports playgroups
- Assisting families, where applicable, to apply for and implement a funded NDIS plan

Deliverables

- High quality, outcomes based early childhood supports are delivered in accordance with the contractual obligations, program guidelines and evidenced based best practice principles.
- After receiving services from EACH, families are more confident in supporting their child's development, are more connected to services in the community and there has been progress towards achieving the child's goals
- Children and their families will receive services that are personalised, responsive, timely and flexible. 'One size does not fit all'.
- Supports are planned to ensure children and their families receive the right support, at the right time, in the right amount.
- Programs, activities and practice demonstrate cultural awareness and sensitivity for children and families from culturally diverse backgrounds and Aboriginal and Torres Strait Islander peoples.
- Reports, plans, interactions and customer driven tasks such as appointments are completed within the stated timeframe.
- Keep up to date with evidenced based best practices and operational guidelines and procedures.

The professional expertise we are looking for in this role

Skills

- Exceptional time management and organisational skills including the ability to multitask, prioritise workload, meet deadlines and KPIs.
- High level interpersonal verbal and written communication skills
- Excellent customer service skills and ability building rapport and develop respectful relationships with families and children
- Emotional intelligence, personal resilience and tenacity
- Ability to actively contribute to and share knowledge within a transdisciplinary team
- Advanced computer literacy skills

Experience and Knowledge

- Demonstrated understanding of the NDIS Early Childhood Approach and early childhood intervention best practice principles and the National Disability Insurance Scheme
- Expert knowledge of child development and experience identifying developmental concerns
- Previous experience using evidenced based practices to develop and implement practical strategies with families using a capacity building approach.
- Good knowledge of local community and mainstream services, supports and resources
- Previous experience using developmental screeners and functional assessments and writing reports
- Experience providing family support using a family focused and strengths based approach
- Knowledge of relevant legislation and processes to protect children from risk

Mandatory Qualification/s, Competencies and/or Licences

- Bachelor or Masters degree in Allied Health or Education
- Completion of a Criminal History Check and Employee Working With Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- A cleared National Worker Screening Check prior to commencement of employment
- Current Valid state-based driver's license

Highly regarded Qualifications and/or Certifications

- Registered, or eligible for registration, in accordance with the professional association

Expected behaviours for all EACH staff and volunteers

- acts in accordance with EACH's code of conduct and ethics, policies and procedures and is demonstrably committed to EACH's vision, mission, values and service principles
- promotes a 'safety first' culture and acts in accordance with EACH health and safety policy and management system
- ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe)
- promotes and supports a zero tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights
- fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers
- demonstrates teamwork and collaboration and positively contributes to group activities

- contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers
- be curious, reflective and open to continuous learning and new ways of working
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery

