

POSITION OVERVIEW

Position Details	
Title	NDIS Early Childhood Practitioner
Classification and Level	ECA Enterprise Agreement
Section	ECA NT NDIS
Reporting to	NDIS Team Leader
Delegation	None
Clearance requirements	Working with Vulnerable People Registration (or state based equivalent) and other background checks as required in accordance with ECA and NDIA policies.
Date Approved	8 January 2024
Date Reviewed	8 January 2024

OUR VISION: EVERY YOUNG CHILD IS THRIVING AND LEARNING

About Early Childhood Australia

Early Childhood Australia (ECA) has been operating since 1938. Our vision is 'every young child is thriving and learning'. To achieve this vision, we champion the rights of all children from birth to the age of eight to thrive, learn and play at home, in the community, within early learning settings and through the early years of school. Our work builds the capacity of our society, including families and early childhood professionals, so that every child – regardless of location, household income or individual needs – can be nurtured to achieve their potential.

ECA acknowledges the unique place of Aboriginal and Torres Strait Islander peoples in our society, the past and current injustices and realities for them across Australia, and the enduring strength of their cultures and identities. We commit to being at the forefront of achieving a reconciled nation that values, respects and celebrates Aboriginal and Torres Strait Islander ways of knowing and being.

Early Childhood Australia Northern Territory (ECA NT) delivers a number of early childhood inclusion and support programs across the Northern Territory.

The Inclusion Support Program (ISP) is a federally funded service focused on building the capacity and capability of early childhood education and care services to include children with additional needs; including children being diagnosed or with a disability, those from diverse cultural and language backgrounds, children who are refugees, Aboriginal and Torres Strait Islander children and vulnerable children. Within the ISP the NT-IA Inclusion Professionals are available to all eligible services to provide on-the-ground tailored inclusion advice and support.

ECA NT is the National Disability Insurance Scheme (NDIS) Early Childhood Approach Partner in the Community for the Darwin Urban region, including Darwin, Palmerston and Litchfield. As the NDIS Early Childhood Approach partner, ECA NT work with families and carers of children with developmental delays and disabilities to identify their children's needs and to assist families to reach their goals for their children.

The 'gym 4 growth & development' (g4gd®) program has been developed by ECA NT as a universal, supported physical activity program. The program provides active and appropriate movement opportunities that enable children, (babies, toddlers, and preschool aged) to explore, develop and refine the skills that are essential for healthy physical and neurological development.

Everything we do is founded on our values:

- **Equity:** We promote social empowerment and inclusiveness in how we work and what we do.
- **Integrity:** Our work is based on evidence and expertise; it is always ethical and transparent.
- **Leadership:** We are courageous in promoting the rights and interests of young children.
- **Respect:** We value and esteem children, families, professionals and each other, always.

ECA's Strategic Plan (2021 - 2024) outlines the future direction of the organisation and what we stand for. It contains five Strategic Priorities:

1. Speak up for young children
2. Collaborate for impact
3. Champion 'beyond quality' in early education
4. Lead and inspire professional learning
5. Be sustainable and effective

More information can be found on our website: www.earlychildhood.org.au

We hope that you will be inspired by our priorities and values, and that you will be a key part in the success of Early Childhood Australia.

ECA is a Company Limited by Guarantee that has representation in all States and Territories with programs and services delivered at a local level.

Position Purpose

Reporting to the NDIS Team Leader, the NDIS Early Childhood Specialist will work to ensure a child/family focused environment.

POSITION DESCRIPTION

Key Responsibilities

1. Program Management and Accountability

- 1.1. Provide care when and where it best meets the participants' needs including on site, at home and in the community.
- 1.2. Adhere to professional practice standards.
- 1.3. Adhere to the National Disability Insurance Scheme (NDIS) Early Childhood Approach statement of requirements.
- 1.4. Undertake accurate and timely documentation and communication. This includes but is not exclusive to statistical information, clinical notes, reports, responses to inquiries, verbal and written documentation to referrers, participants and others.
- 1.5. Utilise evidence-based practice in the delivery of services and adhere to relevant best practice guidelines.
- 1.6. Initiate quality improvement activities and participate in research.
- 1.7. Undertake professional development as agreed to in the annual Performance Plan.

2. Service Delivery & Practice

- 2.1. Support children with disability or developmental delay to navigate NDIS systems and make appropriate referrals for children with developmental concerns to who are not eligible for the NDIS or where their eligibility is unclear.
- 2.2. Work with children and their families to determine needs and appropriate early intervention supports. This includes providing individualised, time limited early supports.
- 2.3. Undertake child developmental assessments and writing of reports.
- 2.4. Provide office based and outreach services across the region as required for community access to the scheme, as required.
- 2.5. Scope, understand and define the content of NDIS plans with families regarding their children's needs and developmental stages.
- 2.6. Provide referrals to universal services to connect children with a disability or developmental delay and their families to mainstream supports, services and groups.
- 2.7. Provide tools and resources for children with a disability or developmental delay and their families.
- 2.8. Work collaboratively within teams to achieve common goals.
- 2.9. Support the establishment and implementation of the NDIS Early Childhood Approach service in the Darwin Urban service area in accordance with program guidelines, NDIS Early Childhood Approach Best Practice Guidelines and relevant regulations and requirements.
- 2.10. Support service-mapping activities across the Region and establish relevant partnerships and collaborations as appropriate.
- 2.11. Communicate the role, goals and function of the NDIS Early Childhood Approach service and ECA NT values to community members.
- 2.12. Maintain relationships with families, providers and services as appropriate.
- 2.13. Support the implementation of the NDIS operational guidelines specialising in assistive technology and home modifications.

3. Community Capacity Building

- 3.1. Work collaboratively with service providers and in the broader service system to ensure that ECA NT provides integrated services.
- 3.2. Working collaboratively with other local area specialist organisations, mainstream community groups and service providers to develop positive social relationships and be inclusive of people with a disability, e.g., NT Government Department of Education, Children's Development Team etc.

4. Work Health & Safety (WHS)

- 4.1. Actively support a range of activities in accordance with Work Health & Safety legislation obligations and in line with the ECA NT Risk Management Program.
- 4.2. Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.
- 4.3. Report injuries.

5. Quality and Risk

- 5.1. Actively participate in the risk management process including identification and analysis, control of deficiencies and escalation, where required
- 5.2. Understand and implement accreditation standards that apply to team and organisation (as appropriate)
- 5.3. Participate in quality and accreditation self-assessment and support implementation of agreed improvements (as appropriate).

6. Quality Improvement and Professional Development

- 6.1. Support the organisational culture, which promotes continuous service improvement and innovation.
- 6.2. Contribute to the development, review and implementation of ECA NT policies and procedures as appropriate.

7. Other tasks as required.

SELECTION CRITERIA

Required

1. Degree/Diploma in Allied Health with paediatric experience, or similar.
2. Demonstrated understanding and/or experience of working in NDIS Early Childhood Approach, child developmental assessments and writing up reports.
3. Experience in Community Health.
4. Demonstrated experience working within a diverse community.
5. Use of information technology including databases and workflow systems.
6. Current NT Ochre card or ability to acquire. Applicants will be subject to a National Police/Security check prior to commencement.
7. Current driver's license and use of a comprehensively insured, registered motor vehicle.
8. Demonstrated understanding of the National Disability Insurance Scheme Act, National Disability Service Standards and the needs of families and children with a disability and/or developmental delay.
9. Understanding of the NDIS Early Childhood Approach and early childhood best practice guidelines.
10. Awareness and understanding of the functional and social impact of disability.
11. Understanding of working as a partner with the NDIA and NDIS planning processes.
12. Excellent customer service and engagement skills.
13. Strong self-starter with the ability to respond effectively to initial high volumes of work.
14. Excellent time management skills.
15. History of working with families and delivering support compassionately.

Desirable

1. Ability to identify key stakeholders and build strong effective working relationships and partnerships (internally and externally).
2. Demonstrated commitment and ability to maintain an ethical, inclusive and non-judgemental approach to service delivery.
3. High-level information management competency in using computers/tablets including Client Records Management systems, Word, Excel and Outlook.
4. Excellent interpersonal, communication and negotiating skills with the ability to make timely and thoughtful decisions.
5. Excellent administrative and organisational skills with the ability to manage multiple activities with minimal supervision.
6. Demonstrated interest in participation in transdisciplinary collaborative practice.

GENERAL CONDITIONS OF EMPLOYMENT

- The ECA Enterprise Agreement sets out all applicable terms and conditions of your employment. As a registered charity ECA offers salary packaging options.
- The role is a fixed term, full time position, 37.5 hours per week.
- The role is based at ECA NT, Darwin.
- The duty statement and performance will be reviewed at the end of a 6-month probationary period and then annually.
- ECA is committed to equal employment opportunities and encourages applications from Aboriginal and Torres Strait Islander people as well as people with a disability.