



POSITION

Division: Services
Job Title: Early Childhood Intervention Professional

Employee Signature

Date:

Chief Executive Officer Signature

Date:

POSITION DESCRIPTION

Noah's Ark Inc is a non-profit organisation assisting young people with disabilities and their families to be included in the opportunities available to all people. It provides a range of direct service to children and families, primarily during the early childhood years, as well as inclusion support to child care and other children's services. Major services include early childhood intervention, equipment provision and inclusion support. Other services support families and recreational opportunities. Noah's Ark also maintains an equipment and toy library that is used by services and families.

The agency has a network of services across Victoria, focused in the metropolitan Southern and West and North regions as well as the rural regions of Gippsland and Loddon Mallee. Outreach and statewide services provide services across Victoria. Total employed staff numbers are approaching 200 and there are approximately 100 volunteers.

Background

The role of the Early Childhood Intervention Professional has three components:

- Key Worker
- Consultant to Children's Services
- Direct Service, comprising three components:
 - Providing direct services within the professional's own discipline
 - Providing trans-disciplinary direct service, with support of team members
 - Providing consultancy to other professionals within own discipline

Role Purpose

- To facilitate achievement of the outcomes articulated in Early Childhood Intervention Australia's outcome statements for Early Childhood Intervention Services (attached).

Underlying Principles

The role is underpinned by a strong philosophical base, which includes:

- family centred practice
- the use of everyday learning environments and routines



- recognition of individual resilience
- a strength based, capacity building approach
- recognition of diversity
- inclusion in a universal continuum of early childhood services
- an ecological perspective (emphasis on the fit between people and their environments)
- parents as experts on their child and advocates for their child
- children's rights to education, social inclusion and quality of life
- families' rights to self respect and access to community activities.

Component 1: Keyworker

The key worker has a number of roles with the family, including;

- active listener
- facilitator
- educator
- resource identifier
- information provider
- supporter
- capacity builder

KeyTasks

- Gain a thorough understanding of the family and child, their strengths and the challenges they are facing related to the child's additional needs
- Work with the family to
 - Identify goals and priorities
 - Develop a Family Service and Support Plan
 - Identify and access resources to meet the goals
 - Implement the plan
 - Monitor progress and modify the plan accordingly
- Support the child and family to participate in inclusive settings
- Support the family through key transitions
- Support staff of other services to include the child and family.

Component 2: Consultant to Children's Services

The purpose of the ECI professional in consultation is to build the capacity of the service to meet the child's needs and family goals.

The role of consultant to these services has similar components to the key worker, but also includes

- gaining entry to the service
- developing a mutually beneficial partnership with children's service staff..

KeyTasks

- Assist the service Director and staff to understand the purpose of the ECI professional's involvement
- Gain permission to enter the service
- Provide information about ECIS
- Develop a partnership with the service to meet the child's needs
- Gain a thorough understanding of the service and the challenges they are facing related to the child's additional needs



- Support staff of other services to include the child and family.
- Work with the children's service staff to
 - Identify goals and priorities within the service
 - Develop a program plan
 - Identify and access resources to meet the goals
 - Implement the plan
 - Evaluate progress and modify the plan accordingly

Component 3: Direct Service

As part of a trans-disciplinary team, the ECI Professional has three direct service roles, which includes;

- providing direct service within the professional's own discipline
- providing consultancy support to team members of other disciplines to assist them to gain a better understanding of their area of specialization and develop skills that enable them to extend the support they can provide to the family, and
- as a recipient of consultancy support, implementing suggestions of team members of another discipline.

KeyTasks

- Work with the family to identify direct service goals and priorities
- Determine whether the intervention falls within the professional's area of expertise
- Provide direct service within the professional's own discipline, such as speech /communication, gross or fine motor, educational or other programs
- Seek consultancy support from team members of other disciplines where the identified need is outside of the professional's discipline expertise
- Provide consultancy support to team members of other disciplines in the professional's area of expertise
- Develop program plans with the family and any relevant consultants
- Implement the plan with the family and any relevant consultants
- Monitor progress and modify the plan accordingly

Role Boundaries

The role does not encompass roles that require specific professional training unrelated to the child's development, such as:

- mental health interventions
- financial counseling, or
- assistance with issues such as domestic violence or child abuse.

If a family requires help with these issues, the family should be given information about the appropriate agency to contact.

The ECI professional is never an emergency contact – there are community agencies whose role it is to provide emergency support.

Skill/knowledge requirements

The role requires knowledge of child development, qualifications and experience in one of the professional disciplines of; early childhood teaching, physiotherapy, occupational



therapy, speech pathology, psychology or social work, as well as skills that are not specific to any one discipline, including:

- An understanding of the principles outlined above
- Ability to form partnerships with families, other professionals and the community
- A reflective approach to practice
- An ability to suspend judgment or advice and to assist families to find their own solutions
- Flexibility and creativity
- Excellent listening and communication skills
- Time management
- Ability to plan and implement a course of action
- Evaluation skills

Key Result and Measurements Areas

- Feedback from families
 - Outcomes as measured by Family Outcomes and Child Outcomes Surveys
- Annual performance appraisal
- Regular supervision sessions
- There are no serious, legitimate and substantiated complaints regarding the actions of the ECI professional.
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KEY SELECTION CRITERIA

- Proven experience in working with children with additional needs
- Relevant qualifications
- An understanding and commitment to the underlying principles of the role
- Excellent written and verbal communication skills
- Demonstrated ability to organise time and set priorities

Additional Requirements

The (prospective) employee will be required to:

- Provide evidence of entitlements to work in Australia, the maintenance of such entitlement being critical to continuance in the role.
- Provide evidence of a current Victorian Driver's Licence, the maintenance of which is critical to the performance of the role.
- Undertake a Police and Working with Children Check prior to being offered the position.
- Be flexible in work hours at times to meet the reasonable demands of this position.

Noah's Ark is an equal employment opportunity employer.

Noah's Ark venues are smoke-free environments.

***Salary according to qualifications and experience.
Generous salary packaging available.***