

CANDIDATE INFORMATION PACK

Early Childhood Early Intervention (ECEI) Coordinator

May 2018



Delivering the NDIS in your community

ABOUT NORTHCOTT

Who is Northcott?

Northcott is a not-for-profit disability service provider that works with customers to realise their potential.

Northcott was established in 1929 by the Rotary Club of Sydney as the NSW Society for Crippled Children. The Society was formed in response to the polio epidemic and provided services to children with tuberculosis, polio and other diseases who had been excluded from mainstream society.

We have now grown to be one of Australia's largest not-for-profit disability service organisations. Northcott provides services in metropolitan and regional locations throughout NSW and the ACT, and has almost 90 years of experience and expertise in providing services and support to children and adults with disability so they can reach their full potential.

Northcott is a registered provider of the National Disability Insurance Scheme (NDIS). We support and employ more than 2,400 staff to deliver empowering, personalised services to more than 14,000 people with disability, their families and their carers.

What do we do?

Northcott provides personalised and dynamic support, delivered by a committed team who optimise and maximise support and services for every customer.

Our experience and expertise allows customers to feel confident in the services we provide. Our commitment to innovation and pushing boundaries allows us to support customers to tackle any challenges they may be facing to ensure they reach their full potential.

Northcott's diverse range of service offerings and strong community partnerships gives customers easy access to the supports they need or want through a single gateway from our many locations.

VALUES, MISSION AND HISTORY

Values and Mission

Our purpose is to build an inclusive society where people can live the life they choose. We support people with disability to reach their full potential by providing services and support to promote a genuinely inclusive society.

Our vision is to grow our services because customers choose us as their provider of choice.

We are a values-based organisation that strives to foster a workplace culture based on our core values:

- Friendly and Considerate
- Committed and Enthusiastic
- Innovative and Responsive
- Ethical and Courageous
- Professional and Competent

ALL ABOUT THE JOB

Role overview

The Early Childhood Early Intervention (ECEI) Coordinator position is responsible for supporting Northcott's role as an NDIS Partner in the Community for ECEI services.

As an NDIS Partner in the Community, Northcott will deliver ECEI services to local communities in Northern NSW, Mid North Coast, Hunter New England and Western Sydney.

The delivery approach supports the ECEI activities that will improve independence and social participation for children with disability or developmental delay aged 0-6 years.

Key responsibilities of the position

- Meet with families to discuss their needs and determine appropriate supports for the child and family based on best practice early childhood early intervention expertise, including emotional support, providing information, and specialised early intervention support.
- Assist children with developmental delay or disability, their families and carers to build and pursue their goals, exercise choice and control, and engage with the NDIS where appropriate.
- Ensure children with developmental delay or disability can be supported in their local communities and through mainstream services, enabling greater awareness and social inclusion for children with developmental delay or disability.
- Facilitate children as they enter the NDIS to directly access known and trusted providers in their local communities.
- Build on best practice early childhood early intervention models of support.
- Support the early childhood sector and the community to develop readiness for the NDIS.

Skills and knowledge

- A strong understanding of typical early childhood development and the impact of disability and developmental delay on a child and their family.
- Knowledge in the development of individual and family support plans and providing support to families to implement their goals.
- Ability to translate professional specialist advice into practical strategies and routines for families, using a play based approach delivered in a child's natural settings.
- Experience supporting individuals and families using a capacity building approach.
- Knowledge and understanding of best practice models in early childhood intervention.
- Excellent verbal and written communication skills.
- High level negotiation skills, including providing evidence to support case planning.
- High level organisational and time management skills.
- Proficient and confident using computers and other information technology tools.
- Appreciation and acceptance of diversity for wellness, understanding the importance of implementing a tailored and personalised approach to young children and their families and carers.
- Knowledge of the *Disability Services Act* and the National Standards for Disability Services.
- Knowledge of the Child Protection Legislation and the principles of Keep Them Safe.

Essential qualifications and experience

- Tertiary qualifications in Social Sciences, Early Childhood Education or other relevant professional field.
- Experience providing family support and/or family therapy to families using a family-focused and strengths-based approach.
- Demonstrated experience supporting and implementing early childhood intervention strategies with families using a capacity building approach.
- Current Driver Licence (Please note reasonable adjustments will be made where applicable)
- Be able to meet the working with children requirements under the NSW *Child Protection (Working with Children) Act 2012*.

WHY WORK FOR US?

We are a team committed to supporting our customers to achieve all of their goals, no matter how big or small. We know we can only succeed in our mission if we nurture our team to ensure they feel valued for the fantastic work they provide. Our employment arrangements provide numerous benefits for staff.

Unleash potential

Your role will be more than just a job – you'll be making an empowering difference to the lives of children with developmental delay or disability and their families and carers. Your work will allow these children to realise and achieve their full potential.

Work life balance

Northcott understands the significance of a healthy work life balance. A family-friendly workplace is offered, and support is provided for staff to manage their home and work lives effectively.

Increased 'take home' pay

Salary packaging enables staff to increase the amount of money they receive in their bank account each pay. It allows staff to pay for everyday expenses such as rent, mortgage, bills, school fees etc using pre-tax income. As a result, the level of income tax that must be paid is reduced. These savings, depending on individual circumstances, can add up to thousands of dollars per year. Visit the Access Pay website (www.accesspay.com.au) for more details.

Extra leave

We provide additional leave (special leave) that generally equates to an extra week of annual leave per year. We also offer cultural-specific leave.

Partnership benefits

We've partnered with a number of reputable providers and organisations to offer staff a variety of benefits and discounts. Examples include financial, insurance and lifestyle organisations, plus health and fitness opportunities.

Learning and development opportunities

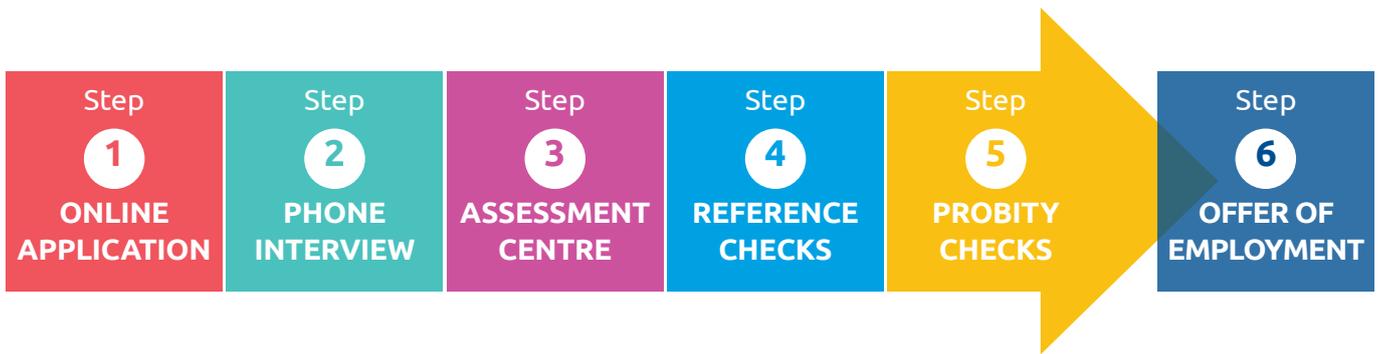
Northcott is committed to the professional and educational development of our team. We will be your best advocate in supporting you to reach that new career goal. Our organisational development program includes:

- Completion of a Learning and Development plan by all employees each year with their manager. This includes regular reviews to support your professional and educational development.
- Support for study leave and an assistance policy.
- Professional development programs that employees can apply for and/or be nominated for.

Mentoring support

Our managers are supported through our Emerging Leaders and formal mentoring program.

RECRUITMENT AND SELECTION



Step 1: Online Application

All candidates must submit their application through our online system. Your application should include a current resume and a cover letter. Additionally, candidates are also required to complete an online application form with personal details and other information.

Step 2: Phone Interview

Shortlisted applicants will be contacted for a brief discussion about themselves and the role.

Step 3: Assessment Centre

This will consist of an information session, panel interviews and a scenario based exercise. Invited applicants will be assessed throughout the session on key skills and behaviours related to the position.

Step 4: Reference Checks

You will need to be able to provide contact details of two professional referees. Referees must be people who you have reported directly to in a work or community situation within the past five years.

Step 5: Probity Checks

This step of the process ensures that Northcott meets our obligations under current Federal and State legislation.

- A current NSW Working with Children Check
- A National Police History Check that is less than 6 months old
- Proof of working rights in Australia (certified copy)
 - > Australian Passport or Birth Certificate or Citizenship Certificate
 - > Certificate of Permanent Residency
- Copy of your Drivers Licence (Please note reasonable adjustments will be made where applicable)

Step 6: Offer of Employment

Successful candidates will be offered a position by phone, with a formal letter of offer delivered via email. You will be required to review, accept and return this offer of employment within five days.

SELECTION PROCESS TIMEFRAMES

We expect a large volume of applications and there will be multiple stages to the selection process. As such, we cannot provide exact timelines for each stage, but can say that the process will be completed within two months.

Due to the large number of applicants expected to undertake the selection process, candidates must be able to attend each stage at the specific dates and times nominated. Failure to complete an assessment, or attend an interview, will result in you no longer being considered for the role. Individual exceptional circumstances will be considered on a case-by-case basis.

Northcott will use email to directly contact and communicate with candidates during the recruitment process. This means that you will need to regularly check your contact email to give you the greatest opportunity to ensure your availability for each stage of the selection process.

GENDER, DIVERSITY AND INCLUSION

Northcott is an Equal Employment Opportunity (EEO) employer and welcomes applications from people of all backgrounds and abilities. Essential pre-employment checks will be conducted.

Northcott respects and values diversity, and does not discriminate on the basis of race, gender, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver. This commitment is reflected in all of our processes and policies, including recruitment and selection.

APPLICATION TIPS

Your application is your first step towards a rewarding career at Northcott. For any role, it's an opportunity for you to showcase your experience, qualifications and potential. The following tips will help you with your application.

1. **Immerse yourself in the job advertisement, position description and role requirements**

We can't emphasise this enough. Ensure you understand the role you are applying for and how your skills, knowledge, qualifications and experience are relevant to the position. If you have any questions, get in touch with the relevant contact person for the position.

2. **Write a cover letter that ticks all the boxes**

We want to know why you want to join our team, and see how you demonstrate your ability to meet the specific qualities, knowledge and skills required to carry out the role. Use relevant examples from your previous roles, experience gained outside work, or from your formal studies.

3. **Top it off with a great resume**

Be sure to include an updated resume that presents your personal information, education and work background in a clear and structured way.

4. **Review and double check your application**

Ensure your contact details are up to date, correct spelling or grammatical errors, make sure all information is correct, and check that attachments are uploaded before you hit 'submit'.

5. **Assessment Centre**

The Assessment Centre will consist of a group activity and an interview, which will assess whether you have the specific skills required for the role and check that your alignment with Northcott's values. This means you should:

- Allow enough time to arrive at the Assessment Centre venue on time (we start promptly).
- Listen carefully to any information and instructions you are given.
- Remember that this is part of the selection process and you are being assessed throughout.
- Prepare and think about examples of work, study or community situations where you have applied the relevant knowledge, skills and abilities.

TRAINING PROCESS

As part of your employment with Northcott you will be required to complete a combination of mandatory and job essential training. This training includes an introduction to Northcott and our systems, National Disability Insurance Agency (NDIA) specific training, and additional ECEI skills training.

FINALLY...

Thank you for expressing an interest in joining Northcott and we wish you the best of luck with your application.