

<b>Position Title:</b>	Early Childhood Coordinator
<b>Division:</b>	Early Childhood Services
<b>Reporting To:</b>	Early Childhood Services Team Leader
<b>Direct Reports:</b>	NIL

### ABOUT NORTHCOTT:

#### Who is Northcott?

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

As one of Australia's largest not-for-profit disability service organisations, we provide services from metropolitan and regional locations throughout NSW and the ACT. We have more than 90 years of experience and expertise in the disability service industry.

A registered NDIS provider, we employ approximately 2,500 staff and provide empowering, personalised services to over 13,500 people with disability, their families, and carers each year.

#### What do we do?

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

Our experience and expertise give confidence to our customers they are in good, trustworthy hands, while our commitment to innovation and pushing boundaries allows us to tackle any challenge currently creating barriers for our customers to reach their potential.

#### What is our promise to each customer?

We will work creatively and relentlessly with each customer to unlock, discover, and unleash their potential, supporting and empowering them to be the best they can be now and in the future.

Our customers are not numbers; they are unique individuals. We personalise our services to each customer's current and future needs and goals, every single one, to ensure their development and growth.

As advocates for our customer's inclusion, we will empower them with confidence, choice, and opportunity so they can live their life, as they choose, in their own way.

#### Our Values

Our values have always been a significant part of our service to customers, and they have helped shape Northcott into the wonderful organisation it is today. We are Innovative because we develop new ideas and solutions with creativity in anticipation of changing needs. We are Respectful because we believe that everyone's voice is unique and that they have the right to be heard. We are Brave because we have the courage to stand up for people with all abilities even in the face of adversity

### KEY OBJECTIVE OF THE SERVICE/DEPARTMENT:

The NDIS Partners in the Community Program (PITC) supports the National Disability Insurance Scheme (NDIS) to be implemented at a local level.

As a NDIA partner, Northcott will deliver the NDIS Early Childhood Approach (ECA) service to local communities in Northern NSW, Mid North Coast, Hunter New England, Northern Sydney, and Western Sydney. The approach supports the Early Childhood Early Intervention activities that will improve independence and social participation of children with disability or developmental delay aged 0-8 years.

### KEY OBJECTIVE OF THE POSITION:

The key objectives of an **Early Childhood Coordinator** are to:

- Ensure children and families are supported using a child and family centred approach to determine the most effective supports they require. This is based on detailed consideration of the evidence and best practice of early intervention for children.
- Complete the intake process for children seeking to access supports through the NDIS, including profile development, functional assessment, determination of needs, and referral to the appropriate support pathway.
- Provide community connection referrals and mainstream referrals to services in the local area.
- Supporting and guiding families through plan reassessments, evidence gathering and goal development.
- Support children and their families with the implementation, improved choice and control, social participation, and quality of life through utilisation and management of their NDIS plan.

### PERSON SPECIFICATIONS (SKILLS & KNOWLEDGE)

- A strong understanding of typical childhood development, milestones, and the impact of disability and/or developmental delay on a child and their family.
- Lived experience with disability, early childhood or NDIS
- Experience supporting children and families using a family centred and capacity building approach.
- Knowledge in the development of 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.
- Experience supporting individuals and families using a family centred and capacity building approach.
- Commitment to an exceptional customer service culture.
- Excellent communication and interpersonal skills, written and verbal.
- Goal focused and driven by meeting key deliverables.
- Ability to remain objective and impartial when providing support and guidance.
- High level of negotiation skills and report writing skills, including providing evidence to support case planning.
- High level organisational, efficiency and time management skills.
- Proficient computer skills.
- Appreciation and acceptance of diversity for wellness, understanding the importance of implementing a tailored and personalised approach to children and their families.
- Knowledge of the Child Protection Legislation and the principles of Keep Them Safe.

### ESSENTIAL QUALIFICATIONS & EXPERIENCE REQUIRED

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- Tertiary qualifications in Early Childhood Education (*Minimum requirement Diploma in Early Education*), Social Work, Allied Health Professions or other relevant professional field.
- Experience completing functional assessments of children with disability or developmental delay.
- Experience meeting and exceeding set KPIs/ targets.
- Experience ensuring families are satisfied while still meeting business objectives.
- Current Driver's License.
- Current Working with Children's Check and NDIS Workers Check (willingness to obtain one).
- Covid-19 Vaccination including Booster.

### CORE COMPETENCIES OF THE ROLE

#### Customer Focus / External Contact

- Develops positive and trusting relationships with children and families
- Responds to work assignments and customer driven tasks within the stated timeframe and in a courteous manner.
- Seeks to build the capacity of families and the community to work confidently and effectively with children with disability to meet each individual child's developmental needs.

#### Relationship Building

- Collaborates with peers to achieve organisational and NDIS performance measures.
- Develops key strategic relationships within local area

#### Problem Solving

- Makes effective use of time and facilities.
- Meets deadlines within timeframes of the program
- Prioritises duties / responsibilities in a manner consistent with service and organisational objectives.
- Effectively manages tasks including follow-up.

#### Leadership

- Independently performs and accomplishes program expectations.
- Requires minimal supervision.
- Sees and acts upon opportunities.
- Independently contributes ideas and adaptation of program where required.
- Promptly undertakes problems and devises solutions.

#### Professionalism

- Displays a professional attitude with regards to both oral and written communication, and dress attire.
- Demonstrates effective time management skills.
- Shows positive attitude.
- Maintains regular attendance.
- Meets productivity standards.
- Interacts as an effective team member.

#### Job Knowledge

- Demonstrates the specialised knowledge required to provide a best practice and a quality service.
- Aware of general issues related to the position.
- Effectively learns new job skills.

- Maintains up-to-date job-related information.

### DUTIES

Typical duties of an **Early Childhood Coordinator** include:

1. Engage with families to gather information on the child that provides relevant evidence of their disability, developmental delay and/or functioning.
2. Undertake observations of a child in their natural environment (face to face and/or remotely via video conference where applicable) to assess their functioning and support needs using supporting tools and documents within the NDIS IT system.
3. Provide recommendations based on professional judgement and information gathered that are most appropriate to the improvement of the child's development and social participation.
4. Adhere to the strict response timeframes as required in the PITC ECA Statement of Requirements, Standard Operating procedures, and Grant Agreement.
5. Be aware of, demonstrate a commitment to and actively work toward the performance measures of the Early Childhood Approach (ECA) program outcomes as stated in the NDIS Performance Measures Framework and PITC ECA Statement of Requirements.
6. Carry out administrative duties as required by Northcott including regular reporting against ECA performance measures, monthly reports, funding reports and data collection to ensure contract compliance for the program.
7. Work within a strengths-based, family centred approach that provides support families to build capacity, problem solve and resolve issues as identified.
8. Be aware of and sensitive to the needs of children, families, and communities from Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse backgrounds.
9. Work within the framework of the Best Practice Guidelines in Early Intervention, NSW Disability Inclusion Act, National Disability Standards, Privacy Legislation, NDIS Act 2013, NDIS Operational Guidelines and other relevant legislation.
10. Adhere to Northcott policies and procedures, in particular, the Code of Conduct and Ethics
11. Comply with, report on, and actively participate in Northcott's safety and Injury Management Procedures and Northcott's WH&S Procedures.
12. Assist in maintaining Northcott's premises, vehicles and equipment and discuss any issues with Manager
13. Participate in regular Supervisions and Team Meetings.
14. Perform other duties as required by management.

**This list is indicative only and is subject to change. All Northcott employees are required to comply with any reasonable work requests as directed by their employer from time to time.**

### NORTHCOTT POLICY AND PROCEDURES

All Northcott employees are expected to be familiar with and adhere to Northcott policies and procedures. For more information, see your manager or refer to the policy and procedures available on the Northcott Intranet.

Employee's Signature

Employee's Name

Date

**Please forward a signed copy to Human Resources.**