

Position Description

Position Title	Team Leader Early Childhood CCB/ES
Directorate / Service / Program	Children Services / Early Childhood
Reports to	Manager Early Childhood Approach
Location	Geelong
Classification	Social, Community, Home Care and Disability Services Industry Award Level 7
Date Revised	April 2024

ABOUT US

Barwon Child, Youth & Family and Bethany Group have merged. We are now Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit meli.org.au.

POSITION OVERVIEW

Meli is the NDIA partner in the Barwon region to deliver the Early Childhood Approach (EC) to children 0-9 years with developmental delay or disability.

The Community Capacity Building & Engagement (CCB&E) / Early Supports Team Leader will provide support, guidance, and leadership to a trans-disciplinary team of Early Years Practitioners to deliver Early Childhood (EC) services across the Barwon region. The focus of the role will be to increase access and equity for families and their children to a range of mainstream and community supports. The role will also lead targeted capacity building initiatives aimed at mainstream and community to create parity and equity for all children with disability.

KEY ACCOUNTABILITIES

Duties of this position may include, but are not limited to the following:

Leadership

- Provide support, advice and guidance to EC practitioners who are working with children with development delay, concern and/or disability.
- Provision of clinical supervision and Professional Development Reviews to EC Practitioners.
- Proven ability to support and effectively collaborate with peers, while ensuring quality leadership within a large multi-faceted, fast-paced, and highly engaged team.
- Proven ability to embed a culture that reflects the values of the organisation.

- Provide leadership and expert consultation to support all staff, embedding best practice culture within the team and for families.

Program Delivery

- Lead operational and administrative processes, reports, allocations, and other compliance functions in relation to CCB and Early Supports.
- Contribute to the collection and reporting of data, for submission of reports, and contribute to the
- Design, develop and implement a comprehensive CCB plan with measurable outcomes that adhere to the CCB framework and contractual requirements.
- Support consistent delivery of the Early Supports program to ensure quality service to families through training of new starters, implementing case consults and review of practitioner practices where required.
- Monitor and allocate Early Support referrals to the team within required timeframes.
- Use PACE (NDIS data management system) / KPI requirements to identify, monitor and action any possible workload and risks.
- Ensure all training requirements are addressed, attended to, and implemented with the early childhood team ensuring consistency, quality and understanding of the required content.
- Attend key stakeholder networks in support of the delivery of EC services.
- Lead community capacity building initiatives to support services and community organisations to be more inclusive of children with developmental delay, concern and/or disability.
- Where required, work in partnership with families to develop Early Supports plans that will accurately record the family's priorities and needs.

Organisational Accountabilities & Duties

- Active involvement in the application of Meli's quality and risk management frameworks.
- Comply with the standards of a Child Safe organisation in both practice and culture.
- Active involvement in professional development to build theoretical knowledge and practice capability.
- Active involvement in professional development to build knowledge and skills. Other reasonable duties as directed.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Qualification in Community Development, Early Childhood, Speech Pathology, Occupational Therapy, Physiotherapy, or Psychology or equivalent.
- Strong understanding of the needs of children aged 0-9 years and their families/carers with developmental delay, concern, or disability, including milestones and behaviours.
- Ability to develop links and build partnerships with other professionals and networks within the community to increase inclusion, access and equity for children with disability.
- Demonstrated ability to provide strong leadership and supervision (with a focus on support and accountability) within a complex service delivery environment and ensure a culture that aligns with Meli values.
- Ability to deliver program objectives including meeting KPI's and operational requirements.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Excellent written skills and ability to produce high quality written communication.
- Driver's licence

OTHER REQUIREMENTS OF THE ROLE

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- NDIS Worker Screening Check
- International Police Check (if required)
- Have the right to work in Australia.

KEY STAKEHOLDERS

- Meli employees
- Children and their families
- National Disability Insurance Agency
- City of Greater Geelong
- NDIS Registered Providers
- Early Years Sector
- Mainstream and Disability Services/Agencies

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

REQUIRED ACTIVITIES / WORKING ENVIRONMENT	FREQUENCY
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Working in buildings which may have stairs. (Reasonable adjustments can be made)	Sometimes
Driving, in & out of vehicles (If driving is required, must hold current Victorian Driver Licence)	Rarely
Bending, lifting, pushing, pulling	Rarely
Working alone or at a co-located site	Rarely
Confrontational/confronting situations (Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)	Sometimes
Working outside in differing weather conditions	Rarely
Working on-call and/or after hours	Rarely
Attending external locations including client homes	Rarely

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

CHILD SAFETY STATEMENT

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people can actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTI+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

EMPLOYEE DECLARATION

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.