



Building better futures
for children with disabilities

Position Description

Early Childhood Intervention Professional Level 2

Classification	ECIS Level 2
Program/Department	Services
Reports to	Team Leader
Supervises	-

About Noah's Ark

Noah's Ark is a not-for-profit community organisation providing early childhood services to children with disabilities and additional needs. We are the largest early childhood intervention service operating in Victoria and the ACT.

We are driven by a strong philosophy and core values, and have always placed children and families at the centre of all the work we do. We value all our staff and strive to provide a positive working environment where everyone feels supported, valued and able to achieve their goals.

Our staff have a passion for transforming the lives of children and are united in a commitment to providing quality services. We know that the work we do with children and families can make a profound difference.

Position summary

The role of the Early Childhood Intervention Professional is to work as part of a trans-disciplinary team to deliver high quality, accountable, early childhood intervention services to families. This is realised by working with families to:

- identify their needs;
- problem solve ways of meeting these needs;
- provide direct intervention as agreed; and
- build each family's capacity to advocate for themselves and access local children's services and other community resources.

Key responsibilities

In line with Program Guidelines and Noah's Ark Practices:

- Act as key worker for allocated families
- Provide direct support to children with disabilities and their families
- Prepare and submit relevant reports and service data
- Contribute to continuous development of a high quality service
- Develop and maintain effective internal and external working relationships
- Plan optimal use of time on a day to day basis
- Manage own performance and professional development and participate in the Planning, Performance Review & Development process.
- Contribute to strategic and action planning and implementation

Key result areas

1. Service Delivery

- Families are consulted with effectively and understand the expectations, aims and purpose of ECIS
- Family Service and Support Plans are developed and evaluated in consultation with families and respond to identified and agreed needs
- Provides direct intervention according to identified needs and own qualifications
- Consults with other team members, services and organisations providing services to the family to support a complementary and co-ordinated approach to service delivery
- Provides effective consultancy advice to the trans-disciplinary team related to own discipline
- Seeks consultancy advice from team members of different professional disciplines
- Builds the family's capacity to respond to the needs of their family and to access community resources
- Records data and provides documents according to reporting requirements in an accurate and timely manner
- Contributes to service development initiatives

2. Relationships

- Interacts respectfully and effectively with others
- Interacts with families using family centred, strength based and reflective practices
- Regularly communicates with supervisor on all aspects of the role
- There are no serious, legitimate and substantiated complaints regarding the actions of the Early Childhood Intervention Professional.

3. Own Discipline

- Maintains and updates discipline specific skills
- Own professional development needs are identified and updated as required

4. Organisation

- Maintain knowledge of Noah's Ark policies, procedures and practices

Selection criteria

Essential

- A relevant tertiary qualification in allied health or early childhood teaching
- A sound understanding of current theory and practice in the professional's discipline
- Demonstrated understanding of the philosophy of inclusion and associated practice
- Demonstrated knowledge of current early childhood development theory and practice, including cross cultural perspectives
- Knowledge of typical and atypical early childhood development and practical strategies to facilitate child development
- Demonstrated knowledge of the children's services system and other services available to the target client group
- Demonstrated knowledge and understanding of family dynamics and issues relevant to children with disabilities and their families
- Capacity building approaches that utilise collaboration, reflective and strength based practice
- Ability to develop and maintain collaborative partnerships with families, other professionals and the community
- Demonstrated strong interpersonal and communication skills with proven ability to liaise with people at all levels
- Demonstrated ability to work with people from diverse backgrounds in a professional, confidential and sensitive manner.
- Well-developed written skills to prepare routine correspondence and client documentation.
- Ability to work independently and effectively as a member of a trans-disciplinary team
- Ability to plan and organise workload and determine priorities

Desirable

- Experience in working with children with additional needs
- Ability to form partnerships with families, other professionals and the community

Prerequisites

- Satisfactory National Police Record Check
- Satisfactory Disability Worker Exclusion Scheme check
- Current Working with Children Check / Working with Vulnerable People Check
- Current Registration with your occupational regulator (e.g. AHPRA, Speech Pathology Australia, Victorian Institute of Teachers)
- Current Driver's Licence and daily access to a motor vehicle

Working at Noah's Ark

All staff:

- Work within an environment of quality service and continuous quality improvement.
- Are expected to behave in accordance with the provisions of the Code of Conduct.
- Take responsibility for a safe and healthy work environment and a workplace free from discrimination and harassment.
- Are expected to maintain knowledge of, and comply with Noah's Ark's policies, procedures and practices

Staff member Signature

Chief Executive Officer Signature

Date

Date