

## POSITION DESCRIPTION

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<b>Role Title:</b>	<b>Team Leader – Early Childhood Early Intervention Team (Bundaberg)</b>
<b>Reporting to:</b>	Clinical Services Manager
<b>Salary Range:</b>	Circa \$95, 000 p.a. dependent upon experience; plus super contributions and salary packaging.  Full-time fixed term 2 year contract.

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### ABOUT BUSHkids ORGANISATION

BUSHkids is a non-Government, not-for-profit organisation which works within local communities to support the development of children by increasing community capacity through education, prevention and early intervention programs.

Services are primarily delivered at regional Centres based in Bundaberg, Dalby, Emerald, Mount Isa and Warwick, with satellite sites in Inglewood, Stanthorpe, Kingaroy/Nanango and Agnes Water/Miriam Vale.

Regional activities are coordinated by a small number of support staff located in the BUSHkids' Offices in Toowong, Brisbane.

#### Our Purpose

To provide equitable and accessible health, developmental and educational services to families and communities that will encourage them to grow.

#### Our Vision

To become recognised as a leader in developmental services, empowering children and their families in rural, remote and regional Queensland to be engaged, connected, aware and resilient.

#### Our Values

1. Child-focused and family-centred
2. Working collaboratively to make a difference for vulnerable families
3. Accountability to clients, communities and stakeholders

### SERVICES PROVIDED

*The BUSHkids Early Start Team will be responsible for delivering Early Childhood Early Intervention Services on behalf of the NDIS in Bundaberg under the Partners in the Community Program.*

- The NDIS Partners in the Community Program enables the Scheme to be implemented at a local community level. The NDIA has partnered with BUSHkids, as a suitably experienced and qualified organisation, with strong local knowledge and understanding of the needs of people with disability or developmental delay, to deliver ECEI Services as part of the NDIS Partners in the Community Program.

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- Evidence-based research reveals that timely access to best-practice early intervention can improve the functional capacity and wellbeing for a child with a developmental delay or disability and their family. Early intervention can also benefit the wider society in a variety of ways, including reduced incidents of exclusion from school, longer term increased levels of employment and significantly reduced impacts of social isolation.
- The Early Childhood Early Intervention approach is focused on children with developmental delay aged 0 to 6 years, their families and carers in a family-centred manner. ECEI focuses on the individual needs of each child and working with families to link them with mainstream supports.
- In line with evidence-based best practice, the ECEI approach provides a range of flexible and responsive supports. It focuses on family-centred practices delivered in a child's natural setting, such as in the family context, preschools and playgroups. This approach will lead to greater inclusion for children by building on family strengths and growing the capacity of mainstream and community services to support children with developmental delay or disability.
- The ECEI approach is designed to deliver better long term outcomes for children and their families and will contribute to greater Scheme sustainability, reducing lifetime costs and building the capacity of the mainstream system. It emphasises the importance of accurate and timely information from a wide range of sources to enable people to make appropriate decisions and to gain more control over their lives.

## EMPLOYER EXPECTATIONS

Staff members will:

- Maintain personal presentation, code of conduct and ethics in keeping with the mission and aims established by Royal Queensland Bush Children's Health Scheme
- Treat all other BUSHkids staff in a professional, respectful manner
- Give clients of the service every courtesy with their needs being given prompt professional attention
- Understand that duties and responsibilities may alter from time to time in line with the BUSHkids Mission, Aims and Strategies
- Implement all reasonable directions of the Clinical Services Manager
- Maintain client confidentiality as outlined in BUSHkids' Policies & Procedures.

## PURPOSE AND SCOPE OF THE POSITION

- Lead a transdisciplinary early intervention team and contribute as a core member of the clinical leadership team at BUSHkids
- Work collaboratively with families and other agencies to maximise developmental outcomes and independence for the child and their family.

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### KEY RESPONSIBILITIES AND TASKS:

This role is responsible for managing a multi-disciplinary Early Childhood Early Intervention Team including allied health, administrative and other staff.

#### Program Management

- Ensure that the NDIS Partners in The Community ECEI program in Bundaberg is implemented in full compliance with the agreement and that all performance indicators are met including reporting in line with the agreement
- Monitor and review caseload, throughput and centre issues with Early Childhood Early Intervention Team in line with NDIA requirements
- Provide professional expertise to help support the ongoing review and planning of services to ensure optimal outcomes for clients and equitable, efficient and transparent service delivery across the organisation
- Develop policies, procedures and guidelines which meet the service agreement requirements as required by the Clinical Services Manager.

#### Professional Development

- Identify resources and professional networks to support individual team member's personal and professional development
- Provide endorsement of professional development applications
- Support the Clinical Services Manager by providing advice on professional development needs within the ECEI program, or at an organisation wide level based on service priorities/direction
- Identify training opportunities that may be utilised by the BUSHkids organisation to meet identified training needs as well as provide income generation for the organization.

#### Recruitment

- Participate in recruitment processes as required
- For all new staff - complete required documentation during allocated probationary periods in collaboration with the Clinical Services Manager
- Contribute to orientation of new team members.

#### Professional Supervision and Line Management

- Provide professional supervision to allocated team members based in regional locations according to established supervision guidelines
- Utilise high level skills to support and guide allocated team members on service delivery issues
- Provide Team Members with advice, support, and direction to promote their personal and professional development
- Facilitate, implement and review the performance and development of individual team members through the performance, appraisal and development process.

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### QUALIFICATIONS / PROFESSIONAL REGISTRATIONS / OTHER REQUIREMENTS

#### Mandatory Requirements

- Tertiary qualifications and experience in an allied health profession is highly desirable, however other relevant qualifications may be considered in an appropriately experienced candidate
- Registration and/or memberships relevant to qualification

#### Desirable Qualities

- Experience managing a multidisciplinary team
- Experience in managing a funded program in a non-Government organisation
- Experience in providing professional supervision
- Experience in Early Childhood Early Intervention
- Relevant Post-Graduate Training.

#### Other requirements:

- Working with Children Blue Card – Positive Notice
- Current C Class Queensland Drivers Licence
- Proof of Hepatitis B Vaccination status.

### ADDITIONAL INFORMATION

- The successful applicant is required to provide certified copies of qualifications to the Clinical Services Manager prior to the commencement of the role
- BUSHkids is a not-for-profit organisation – the ongoing duration of this position is dependent on available funding and at the discretion of the Clinical Services Manager according to service needs
- Travel and overnight stays from the centre may be required of this position
- A non-smoking policy applies in all BUSHkids buildings, offices and motor vehicles
- All staff are required to complete a 3-6 month probation period on commencement of employment
- As BUSHkids is a not-for-profit organisation, participation in fundraising activities may be required.