

POSITION DESCRIPTION

Delivering the NDIS in your community

Role Title:	Coordinator – Early Childhood Early Intervention Team (Bundaberg) (Occupational Therapist, Speech and Language Pathologist, Physiotherapist, Social Worker, Psychologist, Nurse, Teacher)
Reporting to:	Team Leader – Early Childhood Early Intervention Team (Bundaberg)
Salary range:	\$62 831 - \$76 146 dependent upon qualifications and experience plus super contributions and salary packaging. Fixed term 2 year contract.

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

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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.

- 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 and Professional Supervisor
- Maintain client confidentiality as outlined in BUSHkids' Policies & Procedures.

PURPOSE AND SCOPE OF THE POSITION

The Coordinator will work as part of a transdisciplinary team in a key worker model providing services to families with children aged 0-6 years with developmental delay or disability.

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KEY RESPONSIBILITIES

Duties include, but are not limited to:

- Be responsible for assessment, planning, delivery, evaluation and continuous improvement related to the provision of the scope of the incumbent's discipline.
- Develop goals and plans with every client inclusive of other team members involved in the care and management of that client in accordance with the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) approach
- Provide care when and where it best meets the clients' needs including on site, at home and in the community.
- Have a comprehensive understanding of professional governance structures and adhere to professional practice standards.
- Adhere to the National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) statement of requirements.
- Undertake accurate and timely documentation and communication. This includes but is not exclusive to statistical information, clinical notes, reports, responses to inquiries, verbal and written documentation to referrers, clients and others.
- Use evidence to deliver services ensuring best practice guidelines are followed.
- Contribute to quality improvement activities and participate in research.
- Undertake professional development as agreed in Professional Achievement and Development Plan.
- Staff are to keep informed about current research in early childhood intervention relevant to your role by maintaining professional knowledge and responding appropriately to unsafe or unprofessional practice, fulfilling duty of care by attending training as provided by BUSHkids and seeking further relevant training externally.
- Integrating organisational policies and procedures in order to provide effective and professional care in a way that respects the rights and beliefs of all individuals yet maintains practice within own approved scope of practice.

Other tasks include:

- Actively participate in general staff meetings
- Attend training sessions (in-house and external) when required
- Know and apply BUSHkids policies and procedures; and be familiar with and understand workplace health and safety and apply these in the workplace.

EXPECTED BEHAVIOURS AND PERSONAL ATTRIBUTES

- Use good judgement in conveying information to relevant authorities
- Demonstrate well developed interpersonal and communication skills
- Be well-presented, friendly and courteous. Represent BUSHkids in a professional, confident and positive manner at all times
- Undertake all duties in a diligent manner, with honesty and integrity
- Maintain absolute confidentiality regarding BUSHkids' sensitive information
- Have a vigilant attitude to accuracy and double check work as necessary
- Work cooperatively and independently
- Demonstrate ability to prioritise and organise, with attention to detail
- Demonstrate commitment to ongoing professional development.

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QUALIFICATIONS / PROFESSIONAL REGISTRATIONS / OTHER REQUIREMENTS

Tertiary qualifications in allied health, nursing or education, and registration with appropriate body.

Essential:

Clinical Practice:

- Demonstrated knowledge and experience in working with children with developmental delay or disability with a focus on early intervention and family centred practice

Communication/Team Participation:

- Demonstrated effective interpersonal, oral, and written communication skills necessary for good working relationships and client care
- Demonstrated ability to function as an effective member of a multidisciplinary team.

Leadership/Work Unit Management:

- Demonstrated commitment to ongoing personal and professional development and ability to share knowledge and skills
- Demonstrated ability to work independently without close supervision and to appropriately manage time and workload

Desirable Qualities:

- Experience in working in early childhood education, intervention or other relevant work experience

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 any qualifications to the Clinical Services Manager prior to the commencement of the role.
- A criminal history check may be initiated on the successful applicant with the Queensland Police Service.
- A discipline history check may be initiated on the successful applicant.
- 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.