

## Position Description – Early Childhood Practitioner

Updated 5 July 2019

ROLE DETAILS	
Business Unit	Early Childhood Early Intervention
Supervisor	Service Area Manager
Award	Health Professionals and Support Services Award 2010
Engagement Type	Full-time, part-time, fixed term contract

ORGANISATIONAL OVERVIEW
<p>Kudos Services is a bold, brave and ambitious organisation built on the belief that every child and young person and their family has the right to belong to a supportive community that understands them. As community of allied health professionals and therapists Kudos Services are committed to, and invested in, the long-term lifetime achievements of children and young people.</p> <p>Kudos Services is the official National Disability Insurance Agency (NDIA) Partner in South Australia for early intervention services for children 0-6 years who have been identified as having potential development issues; and a provider of therapy services for children and young people with a disability from 7 years of age.</p> <p>Kudos Services is a National Disability Insurance Service (NDIS) registered provider and offers a supportive community of care involving parents, therapists and mentors to achieve lifelong results.</p> <p>The organisation is proudly an Australian-first, employee-led, public service mutual. Staff make up the membership, with voting rights and the ability to actively participate in decision-making and governance. The primary values of the organisation are: <b>Knowledge, Camaraderie, Enterprising, Heart</b></p>

POSITION SUMMARY
<p>Kudos Services is the early childhood partner with NDIS delivering the Early Childhood Early Intervention (ECEI) approach. As part of this program the Early Childhood Practitioner forms part of a highly skilled team of health professionals in assisting families and care givers of children aged 0-7years with developmental delay and disability. The position works with families to assess their child's needs and make recommendations about the best supports to improve independence, social participation and quality of life at home and in the community. Children and families are supported using a child and family centred approach to shape the most effective supports they require based on detailed consideration of the evidence and practice of early intervention for children. This includes connecting to local specialist and mainstream services, short to medium term early intervention supports and, where a child needs longer term specialised earlier intervention, assist families to apply for and use an NDIS funded plan. This position will include meeting with the important people in the child's life and preparing reports, documentation and accurate records in accordance with NDIS legislative requirements.</p>

#### EXPECTATIONS AND VALUES

All members at Kudos Services are responsible for understanding their obligations and responsibilities as set out in the organisations Code of Conduct and are expected to:

- demonstrate commitment to Kudos Service's values of Knowledge, Camaraderie, Enterprising, Heart, and the underlying ethos of being Client Centred;
- contribute to the efficient and effective functioning of the team or business unit in order to meet the organisations objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement;
- familiarise themselves and comply with the organisations *Work Health and Safety, Injury Management, Equal Opportunity, National Standards for Disability Services (the Disability Services Standards) and NDIS Practice Standards*.

*In addition, it is a requirement of this position that the incumbent maintains a current, Safe Environments for Children & Young People and Child Related Employment Screening which is satisfactory to Kudos Services in accordance with the Children's Protection Act 1993(SA) and current driver's licence.*

#### KEY RESPONSIBILITIES

The Early Childhood Practitioner is accountable for:

1. Supporting the delivery of a high quality ECEI service in accordance with the contract, program guidelines, Early Childhood Intervention Services (ECIS) best practice principles and relevant legislative obligations.
2. Participants who have acquired access to the NDIS scheme, conducting first plan and review planning conversations with participants over the phone or in person by utilising internal frameworks and in accordance with the *NDIS Act 2013*.
3. Utilising excellent verbal and written communication skills to assess and prioritise needs and to clearly and concisely summarise relevant information to make recommendations to support NDIA plan approval.
4. Assessing and reporting the functional impact of a child's developmental delay to assist in the preparation of applications for access to the NDIS scheme.
5. Liaising and working cooperatively with key stakeholders to successfully implement NDIA plans.
6. Managing confidential and sensitive information.
7. Maintaining professional networks to promote best practice in service provision for children and disabilities.
8. Any other responsibilities in line with the position as assigned by the Supervisor and/or Kudos Services.

**KEY POSITION CAPABILITIES**

- Relevant qualifications in human services, allied health or disability.
- Competency with Information Technology systems.
- High level organisational, efficiency and time management skills to support the achievement of KPI's and ability to adapt quickly to a changing environment.
- Well-developed judgment and decision making within delegated limits in relation to accountability of funds and interactions with individuals and communities.
- Excellent written communication skills including the ability to prepare high quality written reports, and other documentation as required.
- Ability to analyse information and make decisions within defined parameters.
- Experience supporting children and families using a key worker, family centred and capacity building model by translating professional advice into practical strategies and routines for families.
- Knowledge of the local service environment in which the child lives, including NDIS funded and non-funded services.
- A strong understanding of typical childhood development and the impact of disability and developmental delay on a child and their family.
- Competency in consistently applying assessment tools to identify support needs.
- Ability to work autonomously and collaboratively in a team environment.
- A sound understanding of person-centred thinking, the principles of NDIS and the National Disability Services Standards (*desirable*)