



ECIS Key Worker

Position Description

Position title	Early Childhood Intervention Services (ECIS) Key Worker
Employment status	Casual Employee / Contractor
Location	Adelaide
Hours	Standard business hours or negotiated contractor hours
Reports to	Director

Position Context

I Can Jump Puddles is a leading NDIS registered provider of Support Coordination, Specialist Support Coordination, Behaviour Support, Therapeutic Support and Early Childhood Intervention services, across metropolitan Adelaide and regional SA. Our highly experienced team of allied health professionals helps NDIS participants of all ages organise their support network and maximise their opportunities to jump puddles and enjoy life.

Our ECIS service supports children aged 0-6 years who have a developmental delay or disability and their families/carers. Supporting families to help children develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life is a fundamental part of our approach.

ECIS Key Workers provide specialist support to children and families, including assessment, intervention and care in line with the NDIS approach for Early Childhood Early Intervention. ECIS Key Workers may deliver these services at home, school or the community, and also provide remote support.

ECIS Key Workers are specialist allied health professionals or early childhood educators, who have expertise and experience in early childhood development and disability.

Role Requirements

Industry codes and professional organisations

ECIS Key Workers must, at all times, abide and follow the:

- NDIS Code of Conduct
- NDIS Early Childhood Intervention Framework

Registration with the Australian Health Practitioner Regulation Agency (AHPRA), or similar professional or industry body, is recommended.



Worker screening

The following items and documentation must be provided:

- Working With Children Check
- Valid Australian driver's licence (P Plate or above)
- Evidence of roadworthy vehicle, insured to a minimum level covering third party fire and theft (comprehensive cover is recommended), capable of transporting multiple passengers in a safe manner.
- Right to work – Australian or New Zealand citizenship or relevant working visa documentation

Qualifications and experience

ECIS Key Workers should hold an applicable allied health degree, such as:

- Social work
- Developmental education
- Physiotherapy
- Occupational Therapy

Workers should also have at least five years of experience within the disability sector.

Responsibilities

Each ECIS Key Worker is responsible for:

- Delivering a high-quality service to participants, in accordance with NDIS Early Childhood Intervention best practice principles and relevant legislative obligations.
- Providing information to families that reflects their needs, connecting them with appropriate mainstream and NDIS funded supports to meet their child's developmental needs.
- Developing individualised client support plans, in partnership with families, to accurately record the family's priorities and needs.
- Managing complex cases and client list efficiently and effectively.
- Preparing assessment reports and initial plans, and conducting reviews that are sensitive to the particular cultures, values and beliefs of people from diverse backgrounds (using an interpreter service when necessary).
- Empowering families to build capacity, while also managing realistic expectations.
- Building collaborative relationships with internal and external stakeholders, including children's service providers, peak bodies, advocacy groups and NDIA, with the aim of ensuring best practice and participants experience continuity of service.
- Working with NDIS Planners and LAC Managers to identify opportunities for quality improvement, service development and improvement, and potential resource implications.
- Ensuring processes are in place to enable service level monitoring and evaluation.
- As appropriate, providing instruction and guidance to all staff and contractors regarding relevant policies and procedures.



- Ensuring quality standards of the organisation are maintained, including safe custody and confidentiality of all records whether in hard copy or electronic format.
- Participate in practice and contractor performance reviews.
- Contribute to staff engagement activities and attend relevant staff development activities offered by I Can Jump Puddles.
- Communicating with the Directors regarding the role's responsibilities, professional expertise, program development and best practice.
- Identifying and participating in professional development activities as required.

Knowledge, Skills and Experience

The ECIS Key Worker should be able to demonstrate the following skills:

- Extensive knowledge of, and experience within, early childhood development, developmental delay and the Early Intervention Service sector.
- Ability to identify the needs of children and their families and make judgements regarding eligibility for Early Childhood Intervention Services through the NDIS.
- A commitment to work honestly and in partnership with families regarding eligibility for NDIS funded supports.
- A high level of understanding of the NDIS, the Early Childhood Early Intervention approach and early childhood best practice principles.
- Highly developed conceptual and analytical ability.
- Ability to efficiently and effectively manage a complex case/client list.
- Experience in identifying and implementing continual service improvements.
- Highly developed interpersonal skills and excellent ability to liaise with, and build collaborative positive working relationships, with children, families and service providers.
- Highly developed time management and organisational skills including the ability to multi-task, prioritise workload and meet deadlines.
- Conflict resolution and change management skills.
- Strong alignment to the values of the organisation and the NDIS.

Desirable

- Experience in customer facing environments that provide services to the community.
- Experience in delivering services using strengths-based and person-centred principles.
- Experience in service systems that inform and empower service users.
- A background in, or experience working with, CALD or Aboriginal and Torres Strait Islander communities.



Attributes

ECIS Key Workers should display the following attributes:

- Person and family centred approach
- Eager to learn new concepts and practices
- Able to take initiative
- Empathetic and compassionate toward people
- Well organised
- Ethically minded
- Positive
- Self-motivated and independent thinker
- Adaptable and open to change
- Trustworthy
- Self-reflective
- Creative in approaching challenges
- Common sense

Worker Name	
Worker Signature	
Date	