Position Description
Early Childhood Early Intervention (ECEI)
Area Manager

Inclusion for children and young people living with disability

Role Title: ECEI Area Manager	**Department or Function:** Service Delivery
Reports: General Manager, ECEI Services	**Number of Reports:** ECEI Team Leader

ROLE PURPOSE

Manage and lead the Early Childhood Early Intervention (ECEI) Program in their service area. The ECEI Area Manager is responsible for establishing and implementing the National Disability Insurance Scheme (NDIS) ECEI Approach to assist children with developmental delay and their families/carers achieve positive long-term outcomes.

Focus areas:

1. Articulates and reinforces the Lifestart philosophy of a strengths-based approach to person and family centred practice to Lifestart personnel and the wider community.
2. Fosters a culture where Lifestart support families of children living with development delay or disability and strengthens the capacity of mainstream / universal services to meet the needs of all children.
3. Works toward the achievement of the Lifestart mission in line with current recommended practice ensuring compliance with the Lifestart Strategic Plan, Disability Services Standards and other relevant legislation and government policy directions.
4. Ensures all service delivery reflects Lifestart's Vision, Mission, Values and Ethical Framework.

DUTIES AND RESPONSIBILITIES

Leadership

- Lead the ECEI transdisciplinary team to deliver the ECEI approach in their area of responsibility.
- Ensure the local workforce is developed as a focused and highly effective team.

- Establish opportunities for staff and families/carers to remain informed of current and emerging government policy directions and implications for service delivery to children and families, in particular, an understanding of the NDIS and individualised planning and support.
- Work strategically and collaboratively with families/carers and other stakeholders to achieve quality outcomes for children with developmental delay or disability and their families.
- Develop strategies to integrate staff disciplines and skills to work collaboratively in a person/family centred, transdisciplinary and strengths-based approach.
- Ensure a supportive culture within the team which reflects organisational vision and values.
- Acts ethically and with integrity in decision making and in resolving complex problems.
- Models collaboration and reflective leadership to all team members, peers and supervisors.
- Work collaboratively in teams to achieve common goals.

Staff Management

- Ensure staff commitment to Lifestart's Ethical Framework, Vision, Mission and Values, including working within a person and family centred, transdisciplinary and strengths-based approach.
- Model Lifestart values and adherence to the Code of Conduct and Ethics policy and procedures.
- Responsible for monitoring output and performance in their service area in line with funding compliance and Lifestart policies.
- Responsible for staff management processes in collaboration with the ECEI Team Leader; including, induction, probation and performance review.
- In collaboration with the Team Leader set goals and objectives to ensure outcomes are met.
- Provide coaching and support to all members of the ECEI team in the performance of their duties, monitoring and providing appropriate feedback in accordance with Lifestart policy and procedures.
- Manage risk, health and safety in their area of responsibility and ensure

steps are taken to prevent unsafe work practice in accordance with Lifestart policy and procedure.

Planning and Reporting

- Develop and maintain a thorough understanding of NDIS, contractual and organisational requirements.
- Prepare Operations Plans and budgets in collaboration with the General Manager, ECEI.
- Provide written and verbal feedback as requested, including monthly reports, Annual Report preparation and other reports as required by Lifestart, the NDIA and other approved entities.
- Lead the analysis and monitoring of data to improve participant and contractual outcomes.

Management

- Ensure that all services, activities and programs are consistent with Lifestart's commitment to providing evidence-based and best practice early intervention programs for children and families/carers.
- Oversee ECEI support services and implementation that are consistent with Lifestart's Ethical Framework, Vision, Mission, Values, program funding requirements and are responsive to the needs of families/carers and community services in their service area.
- Ensure that all program activities and services are compliant with relevant legislation and regulations and are in alignment with organisational and government policy directions.
- Ensure the aspirations, needs and choices of individual families are respected and considered at all times.
- Work in collaborative partnership with families/carers, staff and other stakeholders to achieve positive outcomes for children and families /carers.
- Develop strategies to support the inclusion of families from culturally and linguistically diverse backgrounds in Lifestart programs and services.
- Develop strategies within Lifestart to support the inclusion of families from Aboriginal or Torres Strait Islander backgrounds in Lifestart programs and

services.

Partnership and Stakeholder Relationships

- Develop effective strategies to implement and maintain relationships with key internal and external stakeholders
- Identify, and manage local relationships across the community, businesses and disability sector.
- Build relationships with individuals and organisations within their service area which will contribute to building community capacity in support of the ECEI approach.
- Encourage and support the ECEI team in their service area to build capacity of local mainstream and community services to increase participation and inclusion of children with developmental delay or disability.
- Represents Lifestart in local and regional area networks.
- Deliver public presentations about Lifestart's ECEI services and supports and other topics as required.
- Promotes Lifestart services to all stakeholders.

Standards

- Demonstrates knowledge and understanding of the National Disability Strategy.
- Demonstrates knowledge and understanding of the NDIS Act, including understanding individualised planning and the early intervention developmental delay criteria.
- Knowledge and good understanding of the NDIS Quality and Safeguarding Framework
- Relevant state and federal legislation and international protocols and conventions governing disability services provision.
- Demonstrates knowledge of Equal Employment Opportunities (EEO) and Work Health Safety (WHS) principles
- Demonstrates knowledge of Child Protection / Keeping Them Safe

legislation.

- Maintains ethical and legal boundaries with clients, families/carers and co-workers.
- Maintains duty of care and confidentiality.
- Supports the rights of children and their families/carers.
- Empowers children and their families/carers.
- Complies with all Lifestart Policies and Procedures.

KEY INTERACTIONS / RELATIONSHIPS

- Community Stakeholders, including disability, mainstream and universal service providers
- Families with children aged 0-6 years that have developmental delays and/or disabilities
- Chief Executive Officer
- Senior staff in Lifestart including General Managers Area Managers and other Senior Managers
- Head Office staff
- ECEI teams, including Team Leaders, ECEI Coordinators, program support and administration staff

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE:

Qualifications and Experience:

- A recognised qualification in a relevant discipline including education, allied health or social sciences.
- A minimum of five years experience in early childhood intervention.
- A management qualification and/or demonstrated experience in management, preferably in the community sector and in work with children and families/carers.
- Experience in implementing a start-up service is desirable.

Essential knowledge/skills:

- Well developed understanding of the NDIS National Disability Insurance Scheme, the ECEI approach and early childhood intervention best practice principles.
- Extensive knowledge of early childhood intervention.
- Ability to identify the needs of children and their families and support staff to make judgments regarding eligibility for ECEI NDIS support services.
- Excellent communication skills to support and work in partnership with families regarding eligibility for NDIS supports.
- Experience in identifying and implementing continual service improvements.
- Highly developed interpersonal skills and demonstrated ability to liaise and build collaborative positive working relationships with children, families/carers and service providers.
- Highly developed time management and organisational skills.
- Demonstrated skills in service implementation, conflict resolution and change management.
- Knowledge of Disability Services Standards, Children's Disability Standards and Child Protection / Keeping Them Safe legislation.
- Broad experience/knowledge of working with children and families, preferably in an early childhood intervention.
- Knowledge of person centred approaches within family centred practice and commitment to the provision of services and innovations that reflect evidence-based best practice.
- Ability to work flexibly in response to families' individualised needs and priorities.
- Ability to work sensitively and empathically with families from diverse cultural backgrounds and with complex needs.
- Demonstrated leadership and change management skills, including the ability to develop and support an effective team.
- Demonstrated ability to network and develop collaborative partnerships with other local services/organisations, in ways that build capacity for inclusion and lead to positive outcomes for children and families.
- Strong oral and written communication skills.
- IT skills - Database management, Microsoft Office Suite.

- Highly developed analytical and problem solving skills.

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Approved by: Suzanne Becker, CEO **Date: May 2018**

Declaration

I declare that I have read and accept the duties and responsibilities set out in the position description.

Signature of employee _____	Date __ / __ / ____