



## Position Description

Title	NDIS Early Childhood Practitioner
Classification and Level	ECA Enterprise Agreement
Section	ECA NT NDIS
Reporting to	NDIS Team Leader
Delegation/Supervision	N/A
Compliance Requirements	Working with Vulnerable People Registration (or state-based equivalent) and other background checks as required in accordance with ECA and NDIA policies.
Date Approved	February 2025

**Early Childhood Australia** has been a voice for young children since 1938.

We are the peak early childhood advocacy organisation, acting in the interests of young children, their families and those in the early childhood field. ECA advocates to ensure quality, social justice and equity in all issues relating to the education and care of children aged birth to eight years.

**Our vision:** Every young child is thriving and learning.

Our role in achieving this vision is to be an effective advocate for young children and a champion for quality outcomes in early childhood education and care.

More information on our website: [www.earlychildhood.org.au](http://www.earlychildhood.org.au)

ECA is the NT Inclusion Agency providing inclusion support to all eligible early childhood education and care services across the NT.

ECA is also the Partner in the Community for the NDIS in the Darwin Urban Region.

ECA runs several other bespoke programs across the NT including Envisage and gym 4 growth & development (g4gd®).

More information on our ECA NT website: [www.ecant.org.au](http://www.ecant.org.au)

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## Key Responsibilities

### 1. Program Management and Accountability

- 1.1. Provide support when and where it best meets the participants' needs including on site, at home and in the community.
- 1.2. Adhere to professional practice standards.
- 1.3. Adhere to the National Disability Insurance Scheme (NDIS) Early Childhood Approach statement of requirements.
- 1.4. 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, participants and others.
- 1.5. Utilise evidence-based practice in the delivery of services and adhere to relevant best practice guidelines.
- 1.6. Initiate quality improvement activities and participate in research.
- 1.7. Undertake professional development as agreed to in the annual Performance Plan.

### 2. Service Delivery & Practice

- 2.1. Work with children and their families to determine needs and appropriate early intervention supports. This includes providing individualised, time limited early supports.
- 2.2. Support children with disability or developmental delay to navigate NDIS systems.
- 2.3. Undertake child developmental assessments and writing of reports.
- 2.4. Provide office based and outreach services across the region as required for community access to the scheme, as required.
- 2.5. Scope, understand and define the content of NDIS plans with families regarding their children's needs and developmental stages.
- 2.6. Provide referrals to universal services to connect children with a disability, developmental delay or developmental concern and their families to mainstream supports, services and groups.
- 2.7. Work collaboratively within teams to achieve common goals.
- 2.8. Support the ongoing and implementation of the NDIS Early Childhood Approach service in the Darwin Urban service area in accordance with program guidelines, NDIS Early Childhood Approach Best Practice Guidelines and relevant regulations and requirements.
- 2.9. Support service-mapping activities across the Region and establish relevant partnerships and collaborations as appropriate.
- 2.10. Communicate the role, goals and function of the NDIS Early Childhood Approach service and ECA NT values to community members.
- 2.11. Maintain relationships with families, providers and services as appropriate.

### 3. Community Capacity Building

- 3.1. Work collaboratively with service providers and in the broader service system to ensure that ECA NT provides integrated services.
- 3.2. Working collaboratively with other local area specialist organisations, mainstream community groups and service providers to develop positive social relationships and be inclusive of people with a disability, e.g., NT Government Department of Education, Children's Development Team etc.

#### **4. Work Health & Safety (WHS)**

- 4.1. Actively support a range of activities in accordance with Work Health & Safety legislation obligations and in line with the ECA NT Risk Management Program.
- 4.2. Assist in maintaining a safe work environment by reporting incidents of unsafe work practices, sites/areas or equipment.
- 4.3. Report injuries.

#### **5. Quality and Risk**

- 5.1. Actively participate in the risk management process including identification and analysis, control of deficiencies and escalation, where required.
- 5.2. Understand and implement accreditation standards that apply to team and organisation (as appropriate)
- 5.3. Participate in quality and accreditation self-assessment and support implementation of agreed improvements (as appropriate).

#### **6. Quality improvement and professional Development**

- 6.1. Support the organisational culture, which promotes continuous service improvement and innovation.
- 6.2. Contribute to the development, review and implementation of ECA NT policies and procedures as appropriate.

#### **7. Other tasks as required.**

### **Selection Criteria**

#### **Essential**

1. Tertiary qualifications in health/education and/or equivalent.
2. Demonstrated understanding and/or experience in child development.
3. Current NT Ochre card or ability to acquire. Applicants will be subject to a National Police/Security check prior to commencement.
4. Current driver's license and use of a comprehensively insured, registered motor vehicle.
5. Excellent administrative and organisational skills with the ability to manage multiple activities with minimal supervision.

#### **Desirable**

6. Demonstrated experience working within a diverse community.
7. Demonstrated understanding of the National Disability Insurance Scheme Act, National Disability Service Standards and the needs of families and children with a disability and/or developmental delay.
8. Understanding of the NDIS Early Childhood Approach and early childhood best practice guidelines.
9. Awareness and understanding of the functional and social impact of disability.
10. Excellent interpersonal, communication and negotiating skills with the ability to make timely and thoughtful decisions.
11. History of working with families and delivering support compassionately.
12. Ability to identify key stakeholders and build strong effective working relationships and partnerships (internally and externally).

13. Demonstrated commitment and ability to maintain an ethical, inclusive and non-judgemental approach to service delivery.

## **General Conditions of Employment**

- The ECA Enterprise Agreement sets out all applicable terms and conditions of your employment. As a registered charity ECA offers salary packaging options.
- The role is a full-time position, 37.5 hours per week.
- The role is based at the ECA NT Darwin offices and will require travel across the NT and interstate as is required.
- The duty statement and performance will be reviewed at the end of a 6-month probationary period and then annually.
- ECA recognises, appreciates and uses the unique insights, perspectives and backgrounds of each ECA employee. As an equal opportunity employer, ECA strongly welcomes applications from Aboriginal and Torres Strait Islanders peoples. ECA values diversity and seeks applications from people with a disability.
- Current driver's license. If using personal car for ECA NT activity you are required to have comprehensive insurance cover.
- Applicants must be located in and have a genuine right to work in Australia.