

Position Description:

Special Educator Early Childhood Intervention



Role Title: Special Educator	Department or Function: Service Delivery
Reports to: Centre Area Manager	Location: Centre Based

ROLE PURPOSE

To provide professional Early Intervention Services to those children and families attending Lifestart. .

Be familiar with, and supportive of, the policies and philosophies of the Lifestart Co-operative and work with families so as to strengthen their ability to make decisions regarding their child.

General Responsibilities

All staff are required to:

- communicate effectively with families in response to their priorities and concerns.
- work holistically so that everyone in the family enjoys their involvement with Lifestart activities.
- work as a member of a transdisciplinary team, participating in the exchange of knowledge and skills among team members.
- document program goals and outcomes that are clear to families and other team members.
- work collaboratively with staff from other agencies in support of family priorities and needs, in ways which promote clear communication and effective partnerships,
- contribute to smooth transitions for families who are accessing new services, including families who are leaving Lifestart.
- develop and extend their professional knowledge.
- work flexibly in response to family needs.
- access interpreters where needed, following consultation with the Area Manager.
- contribute to the training and ongoing support of volunteers.
- prepare and/or present workshops, as required, to families and other professionals, in consultation with the Area Manager,
- participate in all-of-Lifestart staff meetings, plus branch and special purpose meetings as required.
- participate in community and professional networks.

Special Educators will:

- be responsible to their Area Manager,
- conduct regular assessments of each child's abilities, in partnership with families and other team members.,
- participate in the development of an Individual Family Service Plan (IFSP) for each family, taking a co-ordination role if required,
- develop Individual Education Programs (IEP's) that reflect priorities established through IFSP Process,
- monitor, record and evaluate each child's progress,
- plan and run group sessions, including playgroups and small, special purpose groups, in partnership with other staff and families, taking a leading role if required,
- work in partnership with the family, school age services team, school staff and, where relevant, Department of Education and Training transition staff towards a smooth transition to school, particularly during the child's last year before school and first term of the first year at school,
- work in partnership with the family and preschool or child-care staff to ensure a smooth transition to preschool or childcare, and offer ongoing collaboration in support of the family's goals for their child across all settings,
- give appropriate advice to families making enquiries and/or on the waiting list regarding resources available to them, including other services for which they are eligible.

Essential Competencies:

- Degree in Early Childhood and/or Special Education
- Experience working with children with disabilities
- Experience working with families of children with disabilities
- Sound knowledge of early childhood development and best practice in early childhood intervention
- Ability to work as part of team
- Private Motor Vehicle and current Drivers Licence
- Basic IT Literacy

Desirable Criteria

- Experience in Family Centred Practice
- Sound Knowledge and practical experience in the implementation of Positive Behaviour Support principles
- Demonstrate understanding of augmentative communication practices
- Knowledge of NSW school systems, including transition guidelines, KLA's etc.
- PECS training

Approved by: Denise Shaw, Chief Executive Officer

Date: 10 July, 2009