



POSITION DESCRIPTION

Position Title	Early Linker
Reporting To	NDIS Coordinator

PURPOSE OF THE POSITION

The Early Links Program provides support to children with a disability aged 0-6, their families and carers, with the aim of meeting their needs, planning for their future and assisting families to access the services enabling them to have greater capacity to support their child. The Early Linker will provide a locally based first point of contact designed to improve access to, and engagement in, local community, mainstream services and disability services where necessary. The Linker will also work with local communities to facilitate social and economic inclusion of people with a disability.

KEY RESPONSIBILITIES & DUTIES

- Develop and maintain effective working relationships with children, families, carers and communities within the local area
- Provide accurate, relevant and timely information to children, families, carers and communities within the local area and assist them to access information through a variety of means
- Engage with children, families and carers to identify their goals, strengths and needs, and plan for their future
- Support children, families and carers to identify personal and local community networks to develop necessary supports and services to meet their goals and needs, and assist them to access these supports and services
- Actively support positive partnerships between children, families, carers, local organisations and the broader community to build a more inclusive, welcoming and accessible community
- Demonstrate a sound understanding of the key issues for people with disabilities in the local area to inform planning and policy development
- Build and maintain a current working knowledge of local community supports and services
- Organise and maintain proper administrative records
- Participate in Support and Supervision sessions with your supervisor and undertake ongoing training and development relevant to the position
- Actively participate in internal team meetings and workshops as well as participating in local, regional and state-wide forum and information sharing activities as required, to support the ongoing development of the Ability Links NSW Program
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Senior Manager or Supervisor



KEY PERFORMANCE AREAS

- Attend community network meetings and forums regularly
- Accuracy and timeliness of client record keeping
- Client's goals are met to their satisfaction

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- Experience working with children with disabilities and their families, and carers
- A tertiary qualification in Social Work/ Welfare/ Community Services/ Disability Services or related fields or equivalent experience in a relevant sector
- Ability to apply a person centred approach to service provision, social inclusions and community development principles
- Understanding of the emotional and physical support needs of families and carers of children with disabilities
- Lived experience or awareness of the impact of existing or acquired disability upon children, families, carers and the community
- Personal organisation skills including time management and ability to prioritise competing demands
- Demonstrated ability to work both autonomously and as part of a wider team
- Demonstrated Computer skills, including the use of Microsoft Office Suite
- Willingness to work flexible hours and across different locations within the local service area
- Clear Working with Children Check and Criminal Record Check
- Current NSW Driver's Licence

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates initiative and an ability to problem solve
- Effective conflict resolution skills, negotiation, mediation and decision making skills
- Effective communication skills including written and verbal communication with the ability to exercise these skills with people at all levels



RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the Early Linker
SCMSAC Shared Services Manager	The Early Linker may receive guidance and direction from the Shared Services Manager
SCMSAC NDIS Coordinator and Linkers	The NDIS Coordinator is the first point of contact for the overall direction of work and will provide support and supervision to the Early Linker. The Early Linker will interact closely with the NDIS Coordinator and Linkers to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback
External Stakeholders	The Early Linker will develop and maintain strong connections with external stakeholders such as mainstream community service providers, community groups, businesses, government departments and NGO's, housing, education, employment, recreation, sports transport, social groups and specialist disability services in the local area in order to provide clients with relevant information and services
Clients	The Early Linker will provide a locally based first point of contact for children, families and carers, designed to improve access to, and engagement in, local community, mainstream services and disability services where necessary.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.