



DAY CARE ADDITIONAL NEEDS CO-ORDINATOR (NEURODEVELOPMENTAL) JOB DESCRIPTION

AWARD / AGREEMENT

Children's Services Award 2010

MODE

Permanent Full Time

38 hrs week (shift work / split shifts totalling 38 hrs per week as permitted under the award)

RENUMERATION

Annual Salary Package: \$58,000 - \$65,000 plus superannuation commensurate with qualifications and experience

POSITION DESCRIPTION

This is a newly created role required to co-ordinate unique and innovative neurodevelopment programmes within the day care context:

Day Care Service	Age*	Operating Hours	Days
Long Day Care	0-6yrs	6am-6pm	Mon-Fri
Preschool	3-6yrs	9am-3pm	Mon-Fri
Before school care	5-12yrs	7am-9am	Mon-Fri
After school care	5-12yrs	2.30pm-6pm	Mon-Fri
Vacation care	5-12yrs	7am-6pm	Mon-Fri on demand, NSW school term breaks
Staff Development Days / Pupil Free Days	5-12yrs	7am-6pm	on demand

**Age may depend on the individual's disability*

Suitable candidate is someone who:

- is passionate about providing specialised care for children with Additional Needs (aged 0 – 12yrs)
- would like to develop or enhance their skills and knowledge in specialised cognitive therapies and early intervention programs offered by our affiliated organisations
- has a demonstrated understanding of the National Association for Child Development (NACD) approach to human development for children with additional needs
- has a demonstrated understanding of neuroscience, cognitive therapy or psychomotorthrapy for children with additional needs
- is willing and able to travel to various day care service locations within metropolitan Sydney that are operated or managed by the employer

ACMS will provide the Co-ordinator with focussed training to carry out specific NACD program tasks on individual children or a small group of children in accordance with their personalised program. NACD is the National Association for Child Development, a Utah USA based organisation that creates

innovative and eclectic neurodevelopment programs for individuals to address all areas of the brain's functions. The purpose of their programs are to maximise learning and development capabilities. Our affiliation with NACD and affiliated partners allows us to implement the latest brain plasticity methods and techniques during day care care and offer respite for families during operating hours.

This is an innovative way to assist children and their families who require specialised assistance with their additional needs. This fits in with Australian Federal and NSW state legislation and policy in relation to the roll out of the NDIS (National Disability Insurance Scheme) and collaboration with government organisations and businesses.

POSITION OBJECTIVES

As a Day Care Additional Needs Co-ordinator (Neurodevelopmental), you may be required to work with an individual child or a small group of children aged 0-12years with various types of labels including:

- Autism Spectrum
- ADD/ADHD
- Cerebral Palsy
- Down Syndrome
- Dyslexia
- Genetic Disorders
- Highly Capable or Gifted
- Children with Learning Difficulties
- Neurologically developed or typical children (who want to improve their learning potential)

The main tasks of the Co-ordinator will be:

- Co-ordinate and perform innovative brain plasticity activities, therapies and techniques on participating children during day care
- Understand and document the child's learning and development including program monitoring, reporting and record keeping
- Support parents or carers of children with additional needs on neurodevelopmental programs to ensure consistency in the home
- Develop collaborative partnership with families of children with additional needs
- Support the organisation with the implementation of other early intervention programs and services for children with additional needs
- Consult and collaborate with day care Supervisors / Educators to develop and confirm approaches to neurodevelopmental programs and inclusion support for children with additional needs
- Undertake all roles as necessary to ensure the National Quality Framework (NQF) guidelines and the Australian Children's Education and Care Quality Authority (ACECQA) quality areas are met
- Take on delegated tasks to ensure the service meets operational and licensing requirements in relation to children with additional needs such as, quality improvement plans, work place health, safety matters and operational requirements, including participation in accreditation activities
- Lead and discuss considerations relating to inclusion of Aboriginal and Torres Strait Islander, culturally and linguistically diverse families
- Program implementation in accordance with NACD TDI Targeted Developmental Intervention®
- Participation in NACD training and workshops

- Liaise with the NACD Head Coach, the NACD Australia team, support agencies, the child’s medical practitioners, allied health professionals, families and the school to ensure the care environment meets the needs of the child
- Assist and support NACD Coach in all communications with families as per TDI Targeted Developmental Interventions®

QUALIFICATION & TRAINING

Qualifications per AQF:

Essential	Desirable
<ul style="list-style-type: none"> • Diploma of Early Education and Care or higher - no work experience necessary (OR may consider Certificate III Early Education and Care or higher with at least 2 yrs work experience) • Current Senior First Aid Certificate, Asthma and Anaphylaxis Certificates • NSW Working with children police check certificate or equivalent international police check for overseas applicants 	<ul style="list-style-type: none"> • Current Driver’s License • NACD Assistant program accreditation, or willingness to obtain within three months of employment • Previous experience using NACD methods and techniques • Psychomotor therapy qualifications or experience • Extensive Neuroscience or Neurodevelopmental Therapy qualifications or experience • Experience in care and therapy for infants, children, teenagers or adults with additional needs

Qualifications available outside of Australia:

Essential	Desirable
<ul style="list-style-type: none"> • Certificate or Diploma in Psychomotortherapy • Equivalent Senior First Aid Certificate including Asthma and Anaphylaxis • International police check • Equivalent Working With Children police checks within your country of residence 	<ul style="list-style-type: none"> • International driver’s license • NACD Assistant program accreditation, or willingness to obtain within three months of employment • Previous experience using NACD methods and techniques • Extensive Neuroscience or Neurodevelopmental Therapy qualifications or experience • Experience in care and therapy for infants, children, teenagers or adults with additional needs