

5.a	ROLES AND RESPONSIBILITIES OF STAFF WITHIN THE HECIS STRUCTURE
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Applies to: HECIS CoOrdinator, Office Manager
Specific responsibility:

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

HECIS CO-ORDINATOR

Responsibilities to the MANAGEMENT COMMITTEE

- Provide progress reports to the Management Committee
- Provide annual report to the Annual General Meeting
- Report any major equipment needing repairs or maintenance
- Provide documentation of waiting list
- Be aware of and comply with Policies and Procedures of the service
- Maintain a training/development plan for HECIS staff
- Perform the role of HECIS Management Committee WHS representative at the HECIS workplace on a 'day-to-day basis' and to liaise between Management Committee and staff

Responsibilities to the HECIS STAFF

- Establish a collaborative and supportive relationship with HECIS staff in relation to the needs of children.
- Provide information, advice, support and training to staff in Early Childhood Centres to support individual children's needs.

Responsibilities for SERVICE DELIVERY (administrative records)

- Ensure records are kept of staff service delivery of individual programs, individual education plans, and family contact.
- Document communications with agencies and professionals involved with each child.
- Maintain appropriate records relating to program funding, implementation, and evaluation in line with recommended standard practices and to ensure that the program is appropriate to individual environments
- Maintain waiting list.
- Complete reporting documents to funding bodies.
- Provide documentation of waiting list.

Responsibilities to CHILDREN AND PARENTS

- Obtain written permission from parent/carer to access child and if appropriate exchange information with other professionals.
- Communicate with families to ascertain their priorities for their child.
- Arrange assessment and provide feedback to parents and HECIS Staff.
- Provide a program of individual objectives for HECIS staff (and parents if desired) to implement as appropriate.
- Provide suitable programming advice and resources.
- Co-ordinate information received from parents and agencies/professionals and plan a play-based individual program promoting each child's development in accordance with the needs and aspirations of parents.
- Advocate for the child and parents with centre staff where the child attends.
- Provide transition liaison/support for the children going to school.
- Provide parents with referrals for their children to appropriate health and education services.

Special Responsibilities:

- Be aware of current trends and issues in Early Intervention through attendance at in-service courses, meetings, media awareness, journals, etc.

HECIS :ROLES AND RESPONSIBILITIES OF STAFF WITHIN HECIS STRUCTURE

- Encourage development of skills and knowledge of all HECIS staff and committee members.
- Adhere to the Australian Early Childhood Association Code of Ethics
- Adhere to the guidelines for Recommended Practices in Family-Centred Early Childhood Intervention.
- Adhere to the Disabilities Standards of the Disability Services Act (1993)
- Adhere to requirements of funding bodies

OFFICE MANAGER

Responsibilities to the MANAGEMENT COMMITTEE

- Provide financial statements to the Management Committee.
- Prepare other items of business for discussion at Management Committee Meetings.
- Ensure procedures for the Annual General Meeting are followed and Annual General Meeting advertised prior to meeting.
- Assist the HECIS Co Coordinator to prepare documentation/agenda for Committee Meetings and WH&S Staff Meetings

Responsibilities to HECIS STAFF

- Maintain open communication with HECIS Staff and committee members.
- Report administrative/equipment needs to Co-Coordinator and follow up as required.
- Feedback information and enquires received from centres, parents and other professionals.

Responsibilities for ADMINISTRATIVE RECORDS

- Maintain income and expenditure account books.
- Reconcile Bank Statements.
- Prepare financial records for Management Committee.
- Complete funding agreements/acquittal for relevant funding bodies.
- Complete payment of accounts and wages/ taxation /superannuation/ rent/ telephone etc.
- Maintain filing system and centre records.
- Undertake photocopying, banking and mail as required.
- Assist with computer data.
- Act as receptionist for phone enquiries (when rostered for workday)

DOCUMENTATION

Documents related to this procedure	
Related policies	
Forms, record keeping or other organisational documents	

Reviewing and approving this procedure		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Procedure review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	26.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	11.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021