

Early Intervention Program – Illawarra Area

Program Operation and Staffing Overview

Program Objectives

The EIP aims to assist up to 76 participating families to manage issues impacting on their lives through strengthening skills and coping abilities by:

- Promoting healthy development in children (aged up to 8 years)
- Promoting strong, functional and well-supported families and
- Reducing and preventing child abuse and neglect

Families being case managed through the EIP will be linked to other EIP funded services and other support services in the community, as appropriate.

DoCS Results Framework for the Program

Premise	Primary Intermediate Result	DoCS Result	Child Result
Children at moderate risk are identified	Child's normal development path is maintained	Children have normal development by age of starting school	Client children and their siblings are safe at home, with development closely aligned to the 'all NSW' curve
AND At risk families are identified before any statutory intervention	AND Capacity to parent is improved	AND Children and families at risk are managed without further involvement in the child protection system	

Staffing Model & Caseload distributions

Position	No. of staff	Status	Ave. Caseload Per staff	Total Caseload
Implementation Manager	1	Full-time	0	0
Team Leader 1	1	Full-time	2	2
Family Workers	3	Full-time	10	30
Family Worker (Aboriginal)	1	Full-time	10	10
Team Leader 2	1	Full-time	4	4
Family Workers	3	Full-time	10	30

Early Childhood Facilitator	1	Full-time	0	0
Administration Officer	1	Full-time	0	0
Total Caseload				76

Position Objectives

Implementation Manager

Oversee service delivery through a network of integrated services, acting as the hub for communications, reporting and accountability for the EIP within the Illawarra Planning area.

Oversee the implementation of the EIP and support up to 2 CareSouth EIP Team Leaders and other program staff to deliver a consistently high level of service to families in the program.

This position is responsible for:

- Managing the relationship and communication between CareSouth, the Partnering Agencies and DoCS (within the Regional & CSC locations)
- All aspects of the Partner Agency contract monitoring
- Performance and accountability of the program
- Ensuring high quality service delivery through the EIP service system and the CareSouth EIP Teams
- Support, leadership and overall supervision of a multi-disciplinary team of staff
- Meeting the outcomes/results of the EIP in the Illawarra area

Team Leader

Assist the Implementation Manager with the implementation of the EIP in the Illawarra Planning Area and lead the CareSouth EIP team to deliver a consistently high level of service to families in the program and provide operational leadership to the team on a day to day basis by coaching and supervising up to 4 EIP family workers.

Provide case management for families with at least one child aged 8 years or younger. This includes the process of case planning, implementation, monitoring and review, resulting in the coordinated provision of integrated, flexible services that meet identified needs and facilitates exit strategies.

Key responsibility elements include:

- Strengths and needs assessment
- Case planning
- Casework with families
- Home visiting and behaviour modelling
- Service co-ordination
- Case monitoring and review
- Case closure and exit planning
- Coaching and supervising up to 4 EIP Family Workers

Family Worker

Provide case management for families with at least one child aged 8 years or younger. This includes the process of case planning, implementation, monitoring and review, resulting in the coordinated provision of integrated, flexible services that meet identified needs and facilitates exit strategies.

Assist the EIP Team Leader with the implementation of the EIP in the Illawarra Planning Area and the delivery of a consistently high level of service to families in the program.

Key responsibility elements include:

- Strengths and needs assessment
- Case planning
- Casework with families
- Home visiting and behaviour modelling
- Service co-ordination
- Case monitoring and review
- Case closure and exit planning

Early Childhood Facilitator

Assist the CareSouth EIP Teams to provide case management for families with at least one child aged 5 years or younger

Assist the EIP Teams by assessing children's development, social, emotional and cognitive needs and work with their parents and the CareSouth Family Workers/DoCS EIP Case Workers to formulate goals to address any delays

Facilitate the delivery of 'ad hoc' childcare/children's services to enable parents to attend family/relationship development training programs through the EIP

Provide information, support and advice CareSouth Family Workers and parents about the care, development and education of children up to age 5 years and facilitate the development and promotion of more positive parent/child relationships in their homes

Administration Officer

Provide direct administrative support to the EIP Implementation Manager and a multidisciplinary team, to ensure the smooth and efficient operation of the EIP in the Illawarra.

Duties will include clerical, financial and some information technology support responsibilities.