

INCLUSION AGENCY: SPECIALIST EQUIPMENT COORDINATOR

Vision Statement

Gowrie SA is a progressive organisation that builds on our history to lead learning and inclusion with children, families and communities'

The Inclusion Support Program (ISP) is funded by the Federal Government to:

Support eligible Early Childhood Education and Care (ECEC) services to improve their capacity and capability to provide inclusive practices; and address participation barriers. This support should allow eligible ECEC services to include children with additional needs in mainstream services alongside their typically developing peers.

Summary of the Position and its Responsibilities

The Specialist Equipment Coordinator is responsible for the maintenance and management of the Specialist Equipment Library (SEL). This role works closely with the Inclusion Professionals, Placement Officer, Inclusion Support (Phone Support), Team Leaders, Program Leader, equipment suppliers, couriers, and allied health to ensure ECECs the receive the required specialist equipment as soon as possible.

This position is provided through funding from the Australian Government Department of Education until the 30th June 2023. Should funding be withdrawn or varied, this contract position will become void or altered.

Agreement, Award and Conditions

- Some out of hours work and travel may be required
- Attendance at quarterly Gowrie SA after-hours organisation-wide staff meetings is a requirement
- Attendance at other relevant meetings is a requirement
- Salary range: according to qualifications (part time option 25 hours a week or full time option 38 hours per week)
- The salary is non-award. Where the Contract and Gowrie SA policies and procedures are silent, conditions may align with the National Employment Standards (NES) and the Social, Community, Home Care and Disability Services (SCHDS) Industry Award 2010.

Educational Qualifications/Experience

- Qualifications or experience working in a related sector (e.g. NDIS, allied health, disability, specialist childcare environments, school service officers, aged care, etc.) is desirable
- Experience in electronic database management
- Experience of cataloguing systems

Statement of Key Responsibilities

The role involves managing the specialist equipment library. The Specialist Equipment Coordinator works with the Inclusion

Professionals and Team Leaders to ensure that specialist equipment is supplied to ECECs as soon as possible, upon paperwork received and equipment availability.

The Specialist Equipment Coordinator will:

1. Maintain regular communication with all eligible services, allied health professionals, couriers, suppliers of equipment, and technicians repairing and checking the equipment
2. Ensure loan agreements are completed and conditions of these agreements are adhered to
3. Arrange transport for the delivery and return of equipment
4. Catalogue new equipment to add Gowrie SA's asset register
5. Maintain the electronic asset register to record specialist equipment loans, reports, etc.
6. Ensure the equipment is maintained and returned in good order
7. Purchase specialist equipment as required
8. Arrange annual checks of more advanced equipment, which may include coordinating approved Technicians for repairs and/or modifications to the equipment within the SEL warehouse or onsite of at ECECs

ECEC Service Support

9. Maintain appropriate records of service contacts within the Customer Relationship Management (CRM), which is to be kept up to date weekly) and within the asset register (updated after every modification)
10. Assist and promote to services the Inclusion Support Program's Specialist Equipment Library, loan agreements and eligibility, along with allied health involvements, etc.
11. Participate in the implementation of special projects such as expos
12. Promote the Inclusion Support Program's activities that will build service's capacity for inclusive practices (e.g. information sessions, Interest Hubs, Expos)

Communication and Professional Relationship Building

13. Asking for assistance from, and consultation with leadership team as required
14. Inform the leadership team of potential issues that may arise and proactively work to resolve these
15. Access CRM and the asset register to collect and analyse data when requested by the leadership team
16. Ensure Zoom meetings are prepared and appropriate technology is in place for meetings

Inclusion Agency Funding Agreement

17. Participate in all administrative functions connected with activities directed by the Funding Agreement or Gowrie SA, including increasing the number of services with loans from Specialist Equipment Library
18. Advocate and represent the Inclusion Agency and Gowrie SA in a professional manner conveying the value of the Program and broader inclusion principles in a positive way
19. Comply with Gowrie SA and Government branding requirements and use approved resources

Strategic Inclusion Plan and Portal

20. Work in collaboration with a service's allocated Inclusion Professionals to support services to understand the importance of a Strategic Inclusion Plan (SIP) on the Portal

General

21. Demonstrate commitment to internal professional learning and critical reflection
22. Commitment to Gowrie SA vision, values and philosophy
23. Maintain confidentiality and professionalism
24. Demonstrate commitment to social justice
25. Other requirements as designated by the Team Leader, Assistant Program Leader and Chief Executive Officer.

Person Abilities/Aptitudes/Skills

- Effective written and verbal communication
- Understanding of, or preparedness to learn about the role of specialist equipment in inclusion of children with additional rights
- Ability to work collaboratively and to negotiate problem solving approaches
- Ability to work autonomously and demonstrate initiative
- Strong analytical and facilitation skills to maximise opportunities to support inclusion

- Ability to receive, and act on, constructive feedback
- Ability to set goals, reflect and review
- Ability to determine service priorities, and achieve identified outcomes within timeframes

Knowledge

- Comprehensive knowledge of the ISP Guidelines
- Knowledge of current inclusion principles and practices
- Knowledge of main categories and various uses for Specialist Equipment
- Knowledge of Workplace Health and Safety principles and practices
- Knowledge of Discrimination Laws
- Consistently demonstrate knowledge, understanding and practice of adult learning principles
- Computer literacy, including knowledge of Microsoft Office and online systems such as Portals, Customer Relationship Management (CRM) software and video conferencing

Additional Non-Negotiable Requirements

- The Specialist Equipment Coordinator will work in a flexible way with other members of the Administration team
- A current full driver's license
- The use of own vehicle may be required. Approved mileage costs will be reimbursed
- Travel may be required; approved travel costs will be reimbursed in line with Gowrie SA policies
- A current cleared DHS Working with Children Check
- A signed Statement of No Adverse Effects (signed annually)

Additional Tasks for a Full time Specialist Equipment Coordinator

- Coordinate the day to day management of the Gowrie SA fleet cars e.g. bookings for service, maintenance and cleaning
- Maintain the Inclusion Agency and Gowrie SA asset register (IT equipment)
- Issue IT equipment and organise purchases of equipment for Inclusion Professionals
- Provide coverage to additional administration roles as required e.g. Phone Support, Placement Officer, Administration Officers
- Communicate potential weather warnings to Inclusion Professionals



DECLARATION – SPECIALIST EQUIPMENT COORDINATOR

Job & Person Specification

Approval by Program Leader:

Name:

Signature:

Date:

Acknowledged by Employee:

I have read the specialist Equipment Coordinator job and person description and agree to carry out the responsibilities and duties of the position diligently and to the best of my ability.

Name:

Signature:

Date:
