

# VSPD Early Intervention (EI) Fieldworker Position Description

Position Description			
<b>Position Identification</b>			
<b>Title</b>	Early Intervention (EI) Fieldworker	<b>Job Status</b>	<b>Contract Base</b>
<b>Reporting to</b>	CBID Team Leader, Program Manager	<b>Date Effective</b>	
<b>Purpose of Position</b>			
The EI Fieldworker works collaboratively with the EI team to deliver VSPD's Early Intervention program. The EI program promotes the holistic development and education of children with disabilities and supports them and their families to participate in family and community life on an equal basis with others.			
<b>Duties &amp; Responsibilities</b>			
<b>Technical duties:</b> <ul style="list-style-type: none"> <li>Obtain informed consent from families of children with disabilities prior to working with the child and their family</li> <li>Assess the abilities and needs of children with disabilities and their families</li> <li>Support children with disabilities and their families to set holistic and family-centred goals, which are reviewed and modified as appropriate</li> <li>Provide high quality, evidence-based intervention (education, strategies, capacity-building, materials) through the delivery of EI classes guided by VSPD's EI Curriculum, home visits and follow up of EI clients once they begin attending school</li> <li>Accurately complete documentation (initial assessments, family goals, class plans, progress notes, client database) in a clear, objective and concise manner</li> <li>Complete duties within the following timeframes: <ul style="list-style-type: none"> <li>Complete initial assessment at a home visit within 1 week of receiving a new referral</li> <li>Complete documentation within the week of the assessment/ intervention being completed</li> </ul> </li> <li>Communicate in a clear, sensitive and appropriate way with clients and their families as well as community members, VSPD staff and stakeholders.</li> </ul> <b>Organisational duties:</b> <ul style="list-style-type: none"> <li>Follow and contribute to the development of VSPD policies and procedures</li> <li>Attend and actively participate in all required meetings</li> <li>Develop weekly workplans for EI classes and home visits to be provided to the management team by the Thursday of the preceding week</li> <li>Contribute to program design and reporting to external donors and partner organisations</li> <li>Support the EI team, encouraging the learning of all team members.</li> </ul>			
<b>Working Relationships</b>			
<b>Position is responsible for:</b> Fieldworkers – N/A, Team Leader – CBID Fieldworkers <b>Internal relationships:</b> Executive Director, Program Manager, Finance Officer, CBID Team Leader and EI Fieldworkers <b>External relationships:</b> Clients and their families/ carers, community leaders, community members, Vanuatu Government, NGO's and volunteers			
<b>Other Important Dimensions</b>			
<ul style="list-style-type: none"> <li>Accept reasonable orders and carry out additional tasks as directed by senior staff and management</li> </ul>			
<b>Approval</b>			
<div>_____</div> <div>Staff member – sign &amp; date</div> <div>_____</div> <div>Print Name</div>		<div>_____</div> <div>Manager – sign &amp; date</div> <div>_____</div> <div>Print Name</div>	