

Assessment Coordinator – Permanent Full-time

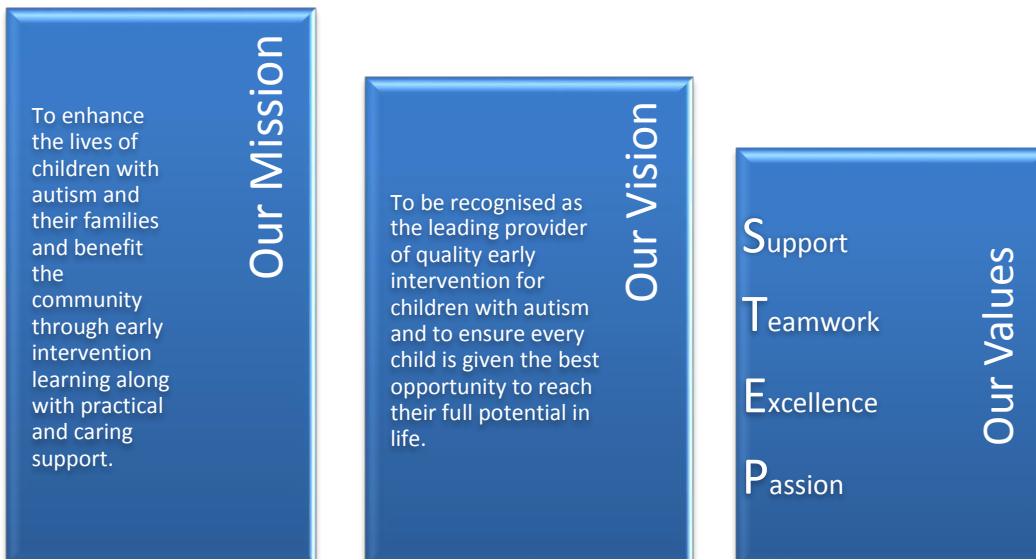
Location	AEIOU Central Office		
Essential Qualification(s)	Bachelor degree (honours) in psychology, special education or allied health	Essential licence(s)	Current C-Class driver’s licence Ability to obtain Positive blue card
Classification	AEIOU 2016 Enterprise Agreement	Probationary Period	3 months
Delegation of Duties:	Research and Assessment Manager	Authorities in your absence:	Research and Assessment Manager

AEIOU Foundation

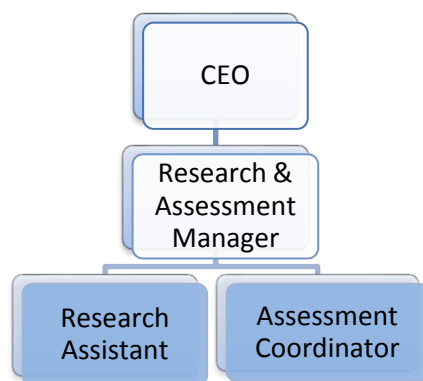
AEIOU Foundation’s evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

Our program is designed for children aged 2 to 6 years who have moderate to severe needs. Our curriculum, which meets international standards, is delivered by a transdisciplinary team of qualified therapists and educators, with a high staff-to-child ratio.

AEIOU Foundation is proud to employ highly qualified and experienced staff across our centres and we are committed to maintaining and improving skills and knowledge through a rigorous professional development program.



Reporting Relationships



Other key relationships include AEIOU Centre Managers, AEIOU staff, children, families, the research team, and the broader community.

Position Purpose

The role of the Assessment Coordinator is focused on conducting, managing, and organising with families and centres, intake, 12-month, and exit assessments of children and families at our AEIOU child care centres. Assessments may include the Mullen Scales of Early Learning (MSEL), Autism Diagnostic Observation Schedule: Second Edition (ADOS-2), Preschool Language Scales: Fifth Edition, as well as questionnaires (e.g., Vineland Adaptive Behavior Scales - Second Edition) completed by parents.

Training and supervision will be provided by the Research and Assessment Manager, but an ability to work both independently and as part of the team is essential to this role. In addition, responsibilities of this role include, but are not limited to:

- communicating assessment results to families and centres;
- maintaining assessment records and files; and
- maintaining and entering data into a database of results.

Other research opportunities, for example, to contribute to writing and authorship of academic journal articles, conference presentations, data analysis or other tasks, may also be offered.

Position responsibilities

<ul style="list-style-type: none">• Liaise with the enrolments coordinator, centre managers, and families to organise intake, 12-month, and exit assessments• Develop and maintain links with AEIOU staff, children, families and the broader community• Conduct a range of assessments with young children with ASD, and report on the assessment results both in writing and verbally to staff and families as required	<ul style="list-style-type: none">• Maintain a database of assessment results with a high level of accuracy• Engage in approved research activities• Undertake appropriate administrative tasks• Work independently as well as within a team
---	---

Organisational Responsibilities

<ul style="list-style-type: none">• A commitment to meeting and exceeding AEIOU's vision and mission• To adopt and embrace the organisation's values• To promote AEIOU to the broader community• Utilise AEIOU resources and equipment efficiently, economically and honestly	<ul style="list-style-type: none">• Ensure conduct reflects our commitment to a workplace that is inclusive and free from harassment• To comply with AEIOU policies and procedures at all times, including Workplace, Health and Safety directives and practices
--	---

Key Selection Criteria

Essential

- Bachelor degree (Honours) in psychology, special education, or allied health
- Experience in working with young children;
- Knowledge and experience in conducting assessments with young children
- High level of organisational skills such as prioritisation, time management and co-ordination of resources
- Demonstrated high level of communication skills including verbal skills, report writing skills and proofreading
- Ability to travel within the State and interstate to conduct assessments

Desirable

- Postgraduate training in psychology, special education, or allied health
- Experience or high level of knowledge of autism
- Completed ADOS-2 training with research reliability
- Experience in conducting quantitative or qualitative research