

## Position Description

# OCCUPATIONAL THERAPIST

<b>DEPARTMENT</b>	Education
<b>EMPLOYMENT STATUS</b>	Full-time
<b>PROBATION PERIOD</b>	Three (3) months
<b>PERFORMANCE REVIEW</b>	Bi-Annual
<b>AWARD OR SCALE</b>	Contract
<b>REPORTS TO</b>	Centre Manager Director of Education
<b>DELEGATION OF DUTIES &amp; AUTHORITIES IN YOUR ABSENCE</b>	<i>Duties – Centre Manager</i> <i>Authorities – Centre Manager</i>

### ABOUT US

AEIOU – *for children with autism* is a not-for-profit organisation and provides Queensland's only full time early intervention and learning program for children with Autism Spectrum Disorders between 2½ and 5 years of age.

### WHY WORK WITH AEIOU?

- AEIOU is recognised for its work with the broad community in advising and applying best practice to early intervention measures for young children with autism
- We have a can do attitude
- We offer a unique program not offered anywhere else in Australia
- AEIOU is committed to quality; improving the way we operate and work together

### SCOPE OF POSITION

The role of Occupational Therapist at AEIOU operates within a transdisciplinary practice framework and provides professional educational services for children with Autism Spectrum Disorder, their families and carers.

## **KEY RESPONSIBILITIES**

- Assess the needs of the child with Autism and develop and implement intervention strategies in the daily program that assist them to maximise their independence and quality of life and minimise the impact of their disability.
- To provide personal care (e.g. Toileting, nappy changing and feeding when required).
- Provide information, support and training to staff, family and carers from a holistic approach to skill development, particularly with regard to sensory issues, fine motor and gross motor skills for children with ASD.
- Develop, monitor, evaluate and review the implementation of programs against set goals according to Individual Education Plans (IEP).
- Provide a consultancy service to transition settings (both government and non-government early childhood settings) for the enhancement of integrating children into a mainstream/alternative setting.
- Participate in the development, implementation and review of training programs for staff, families and carers.
- To deliver thorough assessments of each child and to identify the nature of each child's specific motor-sensory issues.
- To manage and create learning resources relevant for motor development.
- Attendance at out of hour activities including; Parent Forums, parent education evenings and Autism Awareness Activities.
- To participate in the development and delivery of induction of new staff and volunteers.
- To participate in the development and implementation of protocols and procedures for the assessment of children prior to admission and while at the centre.
- To undertake appropriate professional development including regular supervision sessions reflecting on own practice and identifying ways to consolidate or improve practice.
- To undertake if required research into examples of good practice and utilize these to develop AEIOU practice.
- To assist or support other centre's when the need arises.
- To contribute to the review and continuous improvement activities of the organization.
- Provide daily guidance to learning facilitators in your area of responsibility.

## **KEY COMPETENCIES**

- Organisational skills
- Leadership
- Verbal and written communication
- Computer skills

## **KEY RELATIONSHIPS**

- AEIOU Team
- Children
- Parents & Families

## **LEADERSHIP ATTRIBUTES**

- Delivers agreed results
- Internal and external role model
- Positive and can do attitude
- Team player

## **SELECTION CRITERIA**

- Current registration as an Occupational Therapist in Queensland.
- Demonstrated experience in working with children with special needs is an advantage.
- Demonstrated ability to provide occupational therapy services for children with Autism in an early intervention setting.
- Ability to participate in the development, implementation and review of training programs for staff, families and carers.
- Experience participating as a member of a multi-disciplinary team.
- Demonstrated high level of interpersonal and communication skills.
- Have the ability to acquire knowledge of the AEIOU program, AEIOU Curriculum and Disability Services standards.
- To provide daily guidance to learning facilitators in your area of responsibility.
- Current Blue Card
- Current Senior First Aid Certificate
- Current C-class driver's licence (desirable)