

**Program Coordinator (Senior OT, SP, BT, BA, BAOP & Training)**

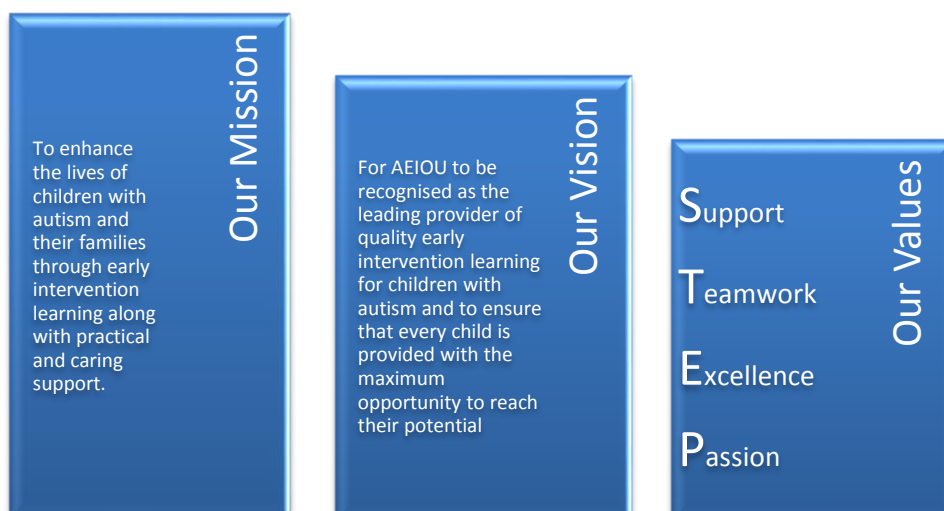
<b>Location:</b>	AEIOU Services	<b>Essential Qualification(s):</b>	<b>Behaviour:</b> Board Certified Behaviour Analyst or Post Graduate in behaviour therapy or equivalent or BCaBA <b>Occupational Therapy:</b> Current national registration as an Occupational Therapist <b>Speech Pathologist:</b> Bachelor in Speech Pathology or equivalent Member of Speech Pathology Australia <b>Training Development:</b> Board Certified Behaviour or Master in Applied Behaviour Analysis
<b>Tenure and Status:</b>	Permanent, Full-time	<b>Essential licence(s):</b>	<b>Speech Pathologist, Behaviour Therapist, Behaviour:</b> Ability to obtain Positive Blue Card; <b>Occupational Therapist:</b> AHPRA registration
<b>Classification:</b>	EBA	<b>Probationary Period:</b>	3 months
<b>Position resources:</b>	3 x uniforms, Nathan parking permit, laptop, mobile phone, name badge, fuel card	<b>Annual Leave:</b>	5 weeks
<b>Delegation of Duties:</b>	Operations Manager	<b>Authorities in your absence:</b>	Operations Manager

## AEIOU Foundation

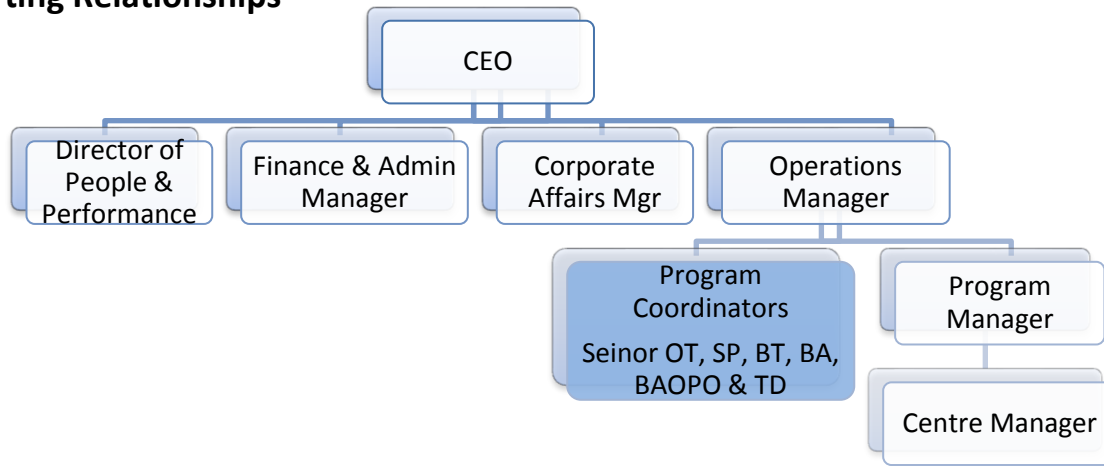
AEIOU Foundation's evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

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 the wider AEIOU team, children, parents, families and carers.

## Position Purpose

The Program Coordinator (Senior Occupational Therapist, Speech Pathologist, Behaviour Therapist, Behaviour Analyst, Behaviour Analyst/Operations Projects Officer & Training Development) is responsible for the clinical supervision of therapy staff across all AEIOU services and will ensure the education and training of the staff, provide advice and support to enable them to meet therapy strategies and goals.

## Position responsibilities

- Provide clinical supervision to area of discipline at each service
- Educating, training, advising and supporting teams to meet the therapy and service goals
- Preparing and implementing a plan to contact, visit and supervise all staff across AEIOU services on a regular basis
- Ensure all new therapy staff are orientated into the clinical aspects of their work, in liaison with the Centre Manager
- Advising and collaborating with the Program and Centre Managers on the staff development needs
- Dealing with clinically related client issues and complaints in liaison with the Program and Centre Managers
- To provide active leadership in the development of high-level service improvement initiatives and provide training and guidance to staff within the organisation
- Develop and maintain a framework of practice guidelines in your discipline for therapists within the organisation in collaboration with other therapists, program and centre managers and senior management staff
- Liaise with Centre Manager to implement continuous improvement plans and performance management processes with staff
- As required support centres with behaviour strategies and implementing behavioural plans
- Attend management meetings, parent forums and information sessions as required
- Leading, review and implementation of providing input into AEIOU Curriculum and manual
- Knowledge of relevant legislations, National Quality Framework and Human Services Quality Framework
- To provide staff with up to date knowledge of best practice and emerging research in relations to early intervention for children with autism
- To represent the organisation at relevant interagency groups and professional conferences.
- To participate in the development of research opportunities within the organisation
- To develop and implement induction framework and internal continuing professional development programs within the organisation
- To participate in the strategic leading and directing of staff services within the organisation
- Assist the Program and Centre Managers with the interview and recruitment process for new therapists within the organisation
- Assist the Program and Centre Managers in conducting performance reviews with therapy staff including updating position descriptions
- Consult with Program and Centre Managers to co-ordinate student placements and provide clinical support to student placements across the organisation within your discipline
- Travel is required in all roles
- Project work as required for Behaviour Analyst/Operations Projects Officer position

## Organisational Responsibilities

- To comply with all AEIOU policies and procedures at all times
- A commitment to meeting and exceeding customer expectations
- To adopt and embrace the organisation's values
- To recognise and acknowledge the constraints that affect AEIOU and assist in making in necessary changes
- . To ensure the environment is kept in a safe and hygienic state at all times
- To promote AEIOU to the local and wider communities
- A commitment to work as an effective team member
- To assist team members in understanding and responding to challenges, change and conflict
- To ensure that all communication is completed in a professional and polite manner
- To follow and practice correct fire and emergency evacuation procedures

## Key Selection Criteria

- Appropriate qualifications within discipline.
- Minimum 5 years experience with discipline
- Demonstrated leadership and coordination skills within a service delivery framework.
- Demonstrated high level of team work skills
- Proven ability to work with diverse range of people.
- Demonstrated experience in the supervision and delivering education to therapy staff and students.
- Proven clinical experience in a range of therapy practice areas
- Demonstrated high standard of written and oral communication skills.
- Demonstrated ability to work independently and as part of a trans-disciplinary team.
- Ability to establish priorities and manage time.