

Program Manager (Behaviour Analyst)

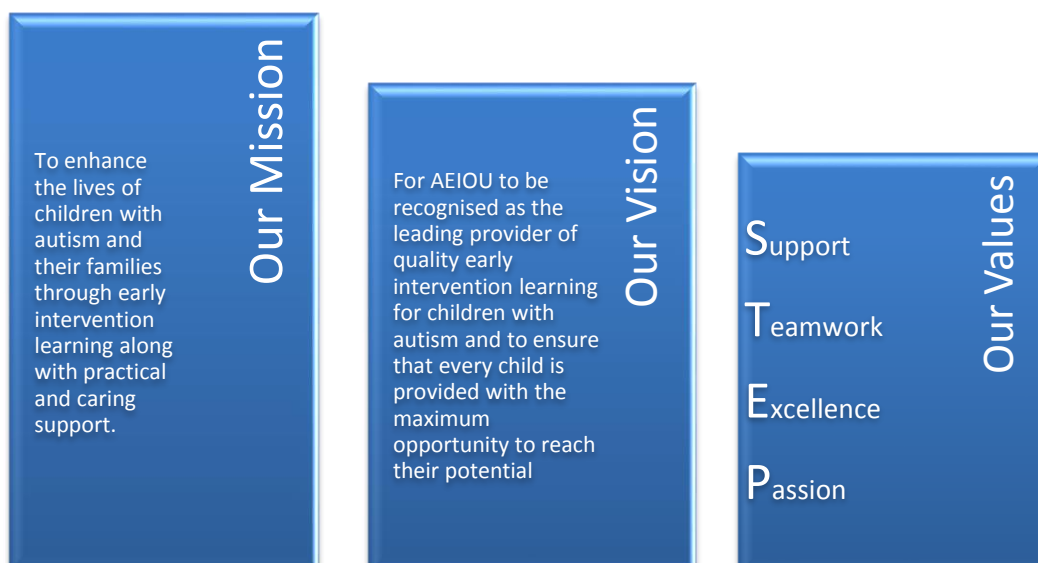
Location:	AEIOU Services	Essential Qualification(s):	Board Certified Behaviour Analyst (BCBA) Candidates who have completed a Masters in Applied Behaviour Analysis or studying towards BCBA exam or Board Certified Assistant Behaviour Analyst (BCABA) will be considered.
Tenure and Status:	Permanent, Full-time	Essential licence(s):	Ability to obtain a Positive Blue Card
Classification:	EBA	Probationary Period:	3 months
Position resources:	2 x uniforms 1 x business shirt	Annual Leave:	5 weeks
Delegation of Duties:	Operations Manager	Authorities in your absence:	Operations Manager

AEIOU Foundation

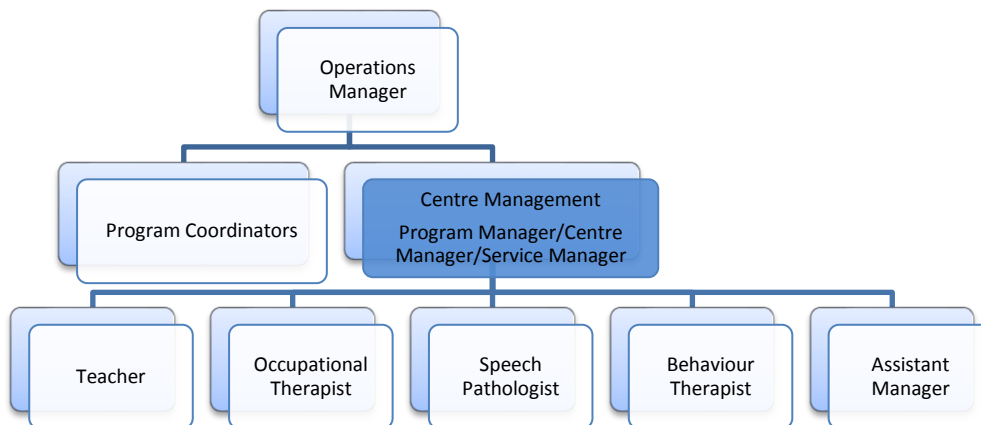
AEIOU Foundation's evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

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

Reporting to the Operations Manager, the Program Manager (BA) will be responsible for the clinical supervision, education and training of all centre staff including behaviour therapists, occupational therapists, speech pathologists, teachers and learning facilitators.

You will ensure the clinical program is implemented effectively, and children are best supported to meet their therapy and education goals. A passion for disseminating Applied Behaviour Analysis in Australia is essential.

You will also work alongside the Service Manager in support of administration and staff and parent relations.

The successful candidate is ideally a Board Certified Behaviour Analyst (BCBA), however, candidates who have completed a Masters in Applied Behaviour Analysis or who are studying towards their BCBA qualifications. Board Certified Assistant Behaviour Analyst (BCaBA) will be considered.

You will also be eligible to obtain a Blue Card (or hold a child-related employment screening letter), possess a Senior First Aid Certificate and a Queensland Driver's licence.

Position responsibilities

- To work collaboratively within a transdisciplinary team to deliver evidenced based early intervention that assists each child to maximise their cognitive and social capabilities, and to reduce or eliminate maladaptive behaviour utilising the scientific principles of behaviour analysis.
- Supervise, train and monitor the development of individual plans and select curriculum goals.
- Evaluate and monitor data to achieve high levels of acquisition.
- Train transdisciplinary team to conduct preference assessments, curriculum assessments (AEIOU curriculum, VB MAPP)
- Provide high quality Functional Behavioural Assessments (e.g. brief functional analysis), and develop positive behaviour support plans and monitor implementation
- Deliver trainings for parents, professionals and staff.
- Participate in meetings with staff, parents and other professionals as required
- To undertake appropriate professional development to maintain a high level of awareness of current scientific and professional information to maintain competence
- To represent the organisation at relevant interagency groups and professional conferences
- Identify professional development needs of staff and facilitating training for staff
- To provide clear leadership and communication with centre staff to maximise outcomes for children
- To attend Program Manager meetings
- To manage intake and orientate new families to the centre with centre manager
- To ensure that regular feedback is provided to parents on their child's progress
- To ensure that adequate staffing levels are maintained and to be responsible for a systematic and fair approach to staff requirements with centre manager

- Where appropriate, support the education, training, advising and supervision of staff in pursuit of BCBA certification or registration.
- Develop resources to support the implementation of strategies across the AEIOU Curriculum program
- To provide staff with up to date knowledge and research in the scientific principles of behaviour analysis and evidence based practice for early intervention for children with autism.
- Knowledge of relevant legislations
- Ensure that standards required by state regulations and national accreditation standards are adhered
- Work in collaboration with the centre manager to implement continuous improvement plans and performance management processes with staff (when necessary).
- To participate in the development of research opportunities within the organisation when necessary
- To ensure that all administration relating to the centre is managed in a prompt and efficient manner with centre manager
- To manage the centre budgets with centre manager
- Maintain ethical and professional practice based on the Guidelines for Responsible Conduct for Behaviour Analysts, and other applicable ethics codes
- To work with parents to build a relationship where they may volunteer for auxiliary responsibilities, eg. Resource making, MyTime coordinator, fundraising coordinating, Parent Forum chairperson, parent liaison representative.
- Manage volunteers and students with centre manager
- Welcome and induct visitors with centre manager
- Provide a consultancy service to transition settings (both government and non-government early childhood settings)
- To attend centre based out-of-hours activities as required – e.g. fundraising events, parent meetings and parent forums
- To coordinate home visits as required
- Liaise with the Research & Assessment Team to coordinate intake and annual assessments
- Support recruitment process and training for clinical staff in your centre.

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

- Board Certified Behavior Analyst or must have completed a Masters in Applied Behaviour Analysis and meet the requirements to sit the BCBA exam or Board Certified Assistant Behavior Analyst (BCABA) will be considered
- Minimum 3year experience as a behaviour analyst
- Experience teaching children with autism utilising the scientific principles of behaviour analysis
- Knowledge of typically developing children from 0 to school aged children desired
- Demonstrated experience in the supervision and delivering education to staff, students and parent or professionals
- Experience supervising BCBA/BCaBA/RBT candidates is desirable
- Knowledge of the VB MAPP, ACT and RFT desired
- 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 high standard of written and oral communication skills
- Demonstrated ability to work independently and as part of a multi-disciplinary team
- Ability to establish priorities and manage time