

# Position Description



## Assessment Coordinator

<b>Tenure/Status:</b>	Permanent Part-Time .8FTE	<b>Location:</b>	Various
<b>Classification:</b>	Salary	<b>Probation Period:</b>	6 months
<b>Reporting to:</b>	Team Leader, Clinical Assessments	<b>Other:</b>	Head of Research

### Position Purpose

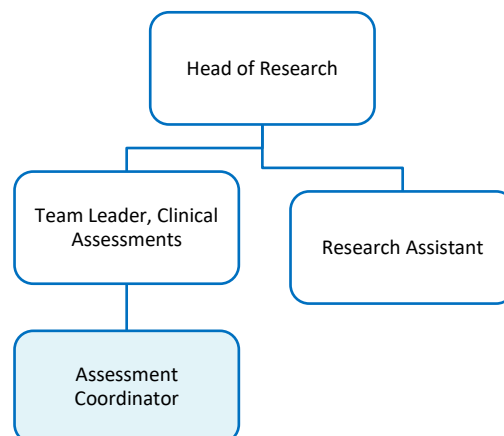
The role of the Assessment Coordinator is focused on conducting, managing, and organising with families and centres, intake, 12-month, and exit assessments of children and families at our AEIOU child care centres. Assessments may include the Mullen Scales of Early Learning (MSEL), Autism Diagnostic Observation Schedule: Second Edition (ADOS-2), Preschool Language Scales: Fifth Edition (PLS-5), as well as questionnaires completed by parents, such as Vineland Adaptive Behavior Scales - Third Edition.

Training and supervision will be provided by the Team Leader, Clinical Assessments 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.

### Reporting Relationships



## Key Stakeholders

- AEIOU families and staff
- Research and Assessment Team
- Academic institutions

## Responsibilities

Area	Responsibilities
Assessments	<ul style="list-style-type: none"><li>• Liaise with the family support team, centre managers, case managers, and families to organise intake, 12-month, and exit assessments</li><li>• 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</li></ul>
Data and Administration	<ul style="list-style-type: none"><li>• Maintain a database of assessment results with a high level of accuracy</li><li>• Undertake appropriate administrative tasks in relation to assessment reporting across teams</li></ul>
Collaboration	<ul style="list-style-type: none"><li>• Develop and maintain links with AEIOU staff, children, families and the broader community</li><li>• Work independently as well as within a team and across teams</li></ul>
Research	<ul style="list-style-type: none"><li>• Engage in approved research activities (e.g., literature reviews, data analysis)</li></ul>

## Organisational responsibilities

- Role model AEIOU values and demonstrate excellence in professional practice and ethical behaviour
- Comply with AEIOU policies and procedures, including:
  - Workplace, Health and Safety directives and practices
  - Employee Code of Conduct – ensuring that conduct reflects our commitment to a workplace that is free from harassment and inclusive.
- Use AEIOU resources and equipment efficiently, economically and honestly

## Selection Criteria

### Essential qualifications:

- Bachelor degree (honours) in psychology, special education, or allied health

### Essential licence(s):

- Open QLD driver's licence
- Ability to obtain Positive Blue Card or equivalent registration
- NDIS Worker Screening Check

### Job Knowledge / Ability Selection

#### Essential

- Knowledge and experience in conducting standardised assessments with young children;
- Knowledge of child development and experience in working with young children;
- High level of organisational skills, such as prioritisation, time management, and coordination of resources;
- Demonstrated high level of communication skills including both verbal and written reports;
- Attention to detail and editing skills such as proofreading;
- Demonstrated commitment to best practice, as well as continuing professional and personal development;
- 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 spectrum disorder;
- Completed ADOS-2 training with research reliability;
- Experience with online databases, such as REDCap

## Competencies

<b>Communication</b>	Well-developed interpersonal, oral and written communication skills including documentation of work and preparation of reports; all communication is completed in a professional and polite manner
<b>Teamwork</b>	Promote cooperation and commitment within the team to achieve goals and deliverables.
<b>Planning and organising</b>	Plan, anticipate and organise work in support of achieving priorities; prepare for events ensuring resources are available and adapt to potential changes to facilitate outcomes
<b>Initiative</b>	Exemplify personal drive and integrity – take personal responsibility for meeting objectives, showing initiative, and committing energy to see that goals are achieved
<b>Time Management</b>	Adopt an efficient, effective and systematic approach to daily workload management

