

POSITION DESCRIPTION

Program Coordinator

Essential Qualification(s):

Behaviour: Board Certified Behaviour Analyst or Post Graduate in behaviour therapy or equivalent or BCaBA
Occupational Therapy: Current national registration as an Occupational Therapist
Speech Pathologist: Bachelor in Speech Pathology or equivalent Member of Speech Pathology Australia
Educator: Approved ACECQA Bachelor of Education (Early Childhood) or equivalent Early Childhood qualification
Training Development: Board Certified Behaviour or Master in Applied Behaviour Analysis (to be revised)

Essential licence(s):

Ability to obtain Positive Blue Card;
Occupational Therapist: AHPRA registration
Speech Pathologist: Speech Pathology Aust. Membership
Educator: QCOT or SA Registration

Classification: AEIOU Enterprise Agreement
Reporting to: Clinical Team Leader

AEIOU Foundation

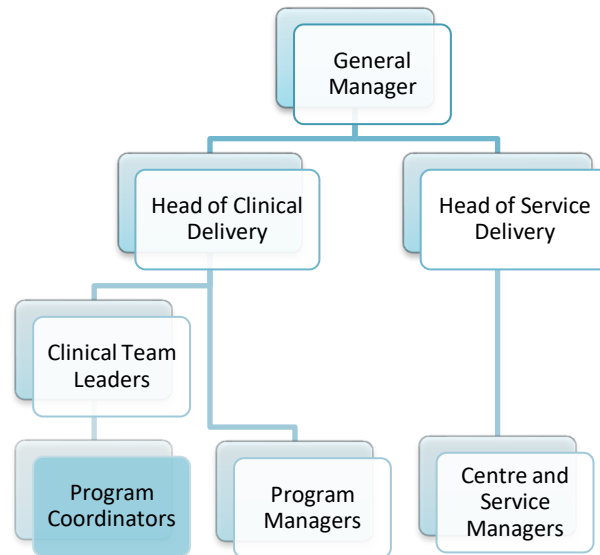
AEIOU Foundation's evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

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



Position Purpose

The role of Program Coordinator (Senior) Occupational Therapist, Speech Pathologist, Behaviour Therapist, Behaviour Analyst and Educator is responsible for the supervision of transdisciplinary staff across all AEIOU services and will ensure the education and training of the staff, provision of advice and support to enable them to meet strategies and goals.

Responsibilities

Program and Organisational Leadership	<ul style="list-style-type: none"> Act as a professional role model and a credible resource by demonstrating and disseminating knowledge and advanced expertise in area of discipline. Ensure high standards of care that promotes early intervention, accessible, responsive and evidence based best practice to provide the best outcome for children. Focus on continued improvements to program and curriculum, seeking internal and external information to ensure that best practice is achieved, including collaborations with other professionals within the industry. Active leadership in the discipline specific supervision, training and guidance to staff
Development	<ul style="list-style-type: none"> Develop and maintain a framework of practice guidelines in your discipline in collaboration with other disciplines, program and centre managers and relevant senior leaders Lead, review and implementation of providing input into AEIOU curriculum and manual Participate in the development of research opportunities where required and project work. Educating, training, advising and supporting transdisciplinary teams to meet the program and children's goals
Consultation	<ul style="list-style-type: none"> Assist the Centre Management Team with the interview and recruitment process for new therapists and senior educators Assist the Centre Management Team in conducting orientation, performance reviews, development needs, performance improvement plans and performance management processes, where required. Consult with Centre Management Team to co-ordinate student placements and provide support to student placements within your discipline Consult with Centre Management Team with program related client issues and complaints Consult with Centre Management Team in planning regular and planned centre visits and staff supervision. Consult with Centre Management Team in clinical or discipline specific strategies.
Representation	<ul style="list-style-type: none"> To represent the organisation at relevant interagency groups and professional conferences. Representation at centre management team meetings, parent forums and information sessions as required

Organisational responsibilities

<ul style="list-style-type: none"> • A commitment to meeting and exceeding AEIOU's vision and mission. • Role model 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.
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Key Selection Criteria

<p>Essential</p> <ul style="list-style-type: none"> • Prior experience in a leadership role with people management responsibilities (minimum of 1 year) • A strong understanding of and commitment to upholding professional ethics • Completion of relevant qualifications within discipline (as noted in essential qualifications). • Strong foundation in discipline (approx. 5 years after qualification) with established skills in transdisciplinary therapy. • Outstanding coaching, interpersonal, influencing, verbal and written communication skills • High level of accuracy, attention to detail and organisational skills • Proven ability to be flexible and creative in solution and trouble shooting 	<p>Desirable</p> <ul style="list-style-type: none"> • Post Graduate study in Applied Behaviour Analysis. • Demonstrated experience in the supervision and delivering education to therapy staff and students. • Proven clinical experience in a range of therapy practice areas • Demonstrated ability to work independently and as part of a transdisciplinary team.
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