

POSITION DESCRIPTION

Research Assistant

Essential Qualification(s):	Bachelor degree (honours) in psychology, special education or allied health	Essential licence(s):	Current C-Class driver's licence Ability to obtain Positive blue card
Classification:	AEIOU 2016 Enterprise Agreement	Probationary Period:	6 months
Delegation of Duties:	Research and Assessment Manager	Authorities in your absence:	Research and Assessment Manager

AEIOU Foundation

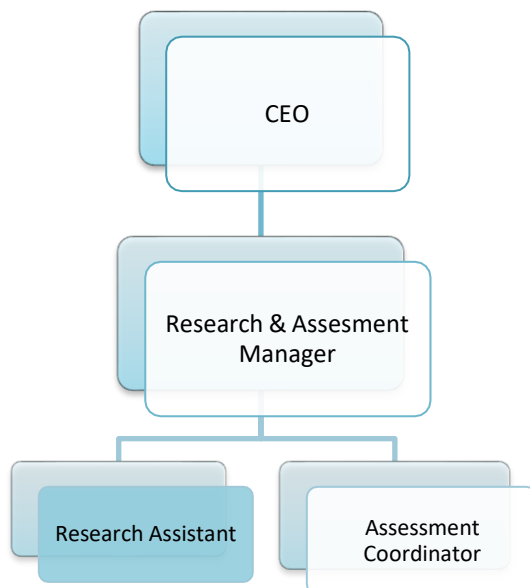
AEIOU Foundation's evidence-based intensive early intervention program provides opportunities for children with autism to achieve lifelong outcomes.

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 AEIOU Centre Managers, AEIOU staff, children, families, the research team, and the broader community.

Position Purpose

The position will work as a member of the research team to assist to conduct research and develop resources, relevant to the provision of early learning and care to children with autism.

Responsibilities

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| <ul style="list-style-type: none">• Assist with coordination of current research projects• Develop and maintain links with AEIOU staff, children, families and the broader research community• Maintain assessment and research data• Data analysis and scientific writing of research data• Contribute to the writing of research proposals, reports and journal articles | <ul style="list-style-type: none">• Develop resources to educate child-care staff, parents and allied health professionals• Undertake appropriate administrative tasks• Work independently as well as within a team• Assist with the organisational requirements of the AEIOU Research and Innovation Committee (ARIC) |
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Organisational responsibilities

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| <ul style="list-style-type: none">• To comply with all AEIOU policies and procedures at all times• A commitment to meeting and exceeding client expectations• To adopt and embrace AEIOU'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 | <ul style="list-style-type: none">• 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 |
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Key Selection Criteria

Essential

- Bachelor degree (Honours) in psychology, special education, or allied health
- Knowledge of autism spectrum disorder (ASD)
- Knowledge and experience in conducting quantitative or qualitative research
- Experience in developing educational resources to be delivered via workshops, online learning or face to face
- Demonstrated high level of communication abilities including capacity to conduct presentations, and excellent level of scientific writing skills

Desirable

- Demonstrated high level of organisational skills including prioritisation, time management and co-ordination of resources
- Demonstrated high level of project management skills
- Demonstrated ability in data analysis, record keeping, and presentation of research results