

POSITION DESCRIPTION

Program Manager - Regional

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	Essential licence(s):	Eligible to obtain a Positive Blue Card
Classification:	AEIOU Enterprise Agreement	Probationary Period:	6 months
Reporting to:	Head of Clinical Delivery	Authorities in your absence:	Head of Clinical Delivery

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.



Our Mission

To enhance the lives of children with autism and their families and benefit the community through early intervention learning along with practical and caring support.



Our Vision

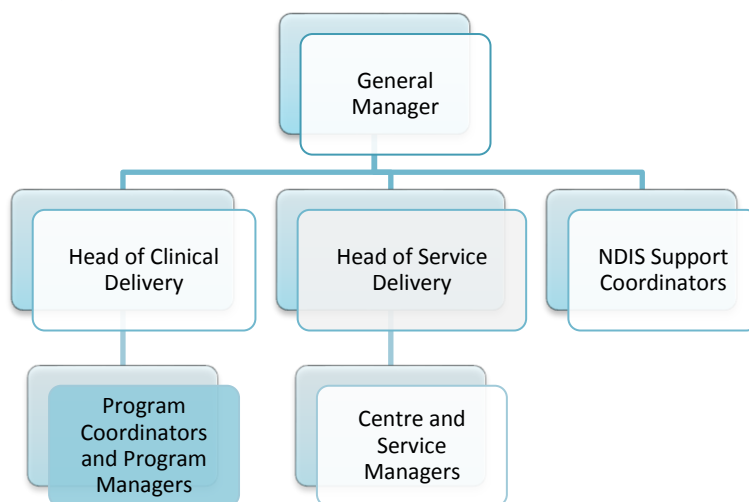
To be recognised as the leading provider of quality early intervention for children with autism and to ensure every child is given the best opportunity to reach their full potential in life.



Our Values

Support
Teamwork
Excellence
Passion

Reporting Relationships



Position Purpose

Reporting to the Head of Clinical Delivery, the Program Manager will be responsible for the clinical supervision, education and training of all centre staff including behaviour therapists, occupational therapists, speech pathologists, teachers and educators. This position works across the Queensland regional centres – Toowoomba, Bundaberg and Sunshine Coast.

You will ensure the clinical program is implemented effectively, and children are best supported to meet their therapy and education goals. You will also work alongside the Service/Centre Managers in support of administration and staff and parent relations.

Responsibilities

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| <ul style="list-style-type: none">• 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• Educating, training, advising and supporting all staff and supervising staff to pursue BCBA certification or registration. | <ul style="list-style-type: none">• 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• 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 |
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- 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 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

- 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.

- 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.

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
- Experience supervising BCBA/BCaBA/RBT candidates is desirable
- A passion for disseminating Applied Behaviour Analysis in Australia is essential

- 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