



Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people on the autism spectrum.

Position Description

Adult & Adolescent Program Facilitator (The Hangout)

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| Team | Education Support & Therapy Services |
| Location | Brisbane |
| Manager | Education Support & Therapy Services Coordinator |
| Classification | Community Services Level 3 <i>Autism Queensland Limited Employee Agreement</i> |
| Employment Status | Permanent Part-Time |

Purpose

The purpose of this position as Adult & Adolescent Program Facilitator is to support the delivery of adult and adolescent and adult group programs at Autism Queensland.

Responsibilities

- Support therapists and mentors in the design, preparation and delivery of small group programs for adolescents and adults on the autism spectrum
- Assist in maintaining a safe and engaging environment for young adults to learn and socialise
- Complete written progress reports, incorporating feedback from mentors and therapists
- Initiate cooperative, positive and flexible involvement of participants throughout a variety of session activities and tasks under the supervision of therapists
- Provide general administrative support including program preparation, delivery and reporting
- Provide support to the Coordinator, Therapists and Mentors with tasks and activities aimed at meeting the participants' needs, and/or program goals consistent with AQ's model of practice
- Support participants to access activities during community outings

Key Performance Indicators

- All observations and discussions with participants and their support networks (such as family members, carers and support workers) are shared with the team and documented appropriately
- Effective facilitation of group activities and community inclusion

- Provision of appropriate support to participants to maintain independence, choice and participate in group activities
- Effective collaboration with participants, families/ carers and support networks to support the participants' individualised goals
- Feedback from participants and carers is positive
- Attendance at and participation in team meetings
- Active development of own understanding of ASD through accessing AQ resources and on-the-job training
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Minimum Certificate III qualification in Disability Support, Allied Health or Youth Work
- Demonstrated disability experience and relevant knowledge
- Demonstrated enthusiasm for the provision of quality services to adolescents and adults on the autism spectrum
- Demonstrated awareness of health and safety issues associated with working with young adults on the autism spectrum
- Demonstrated experience facilitating groups effectively

Highly-regarded

- Experience working with adults on the autism spectrum
- Experience working with adults living with mental health conditions

Special Conditions & Requirements

- School term-time position with Annual Leave to be taken in school holiday periods
- Retention of an Open Driver's License
- Some travel within Brisbane and South-East Queensland may be required
- Moderate level of fitness is assumed
- It is the responsibility of the employee to hold a current, recognized Provide First Aid qualification
- It is the responsibility of the employee to hold and maintain at their own expense, a current Criminal History Screening Card/s or relevant Exemption Card
- Certificate of Completion in NDIS Worker orientation Module "Quality Safety and You"

Position Description Reviewed: January 2020