



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.

Manager Assessment & Therapy

Team	Education Support & Therapy Services
Location	Sunnybank Hills and Brighton
Manager	Manager Education Support & Therapy Services
Classification	Contract
Employment Status	Permanent Full-Time

Purpose

The purpose of this position as Manager Assessment & Therapy is to lead Autism Queensland (AQ) Assessment & Therapy services, working collaboratively with internal and external stakeholders in the innovation, implementation, management and integration of consumer-driven, high quality assessment & therapy services.

Responsibilities

- Develop and maintain current knowledge of legislation, standards and best practice in disability, education and early childhood sectors
- Lead and support ESTS Coordinators in the development and implementation of procedures to ensure effective and efficient management of daily operations
- Establish and maintain effective communication and networks with relevant internal and external stakeholders to support service development and delivery under relevant frameworks
- In consultation with the Manager ESTS, investigate and actively pursue service development opportunities, alternative funding, sponsorship and fee-for-service options to enhance AQ's service delivery
- Develop and implement ESTS strategy and budgets relevant to assessment, therapy and support services, managing service performance, monitoring and reporting on progress and financial performance to meet accountabilities
- In consultation with Human Resources and Manager ESTS, induct, train and develop, manage and support the ESTS team, providing direct management of a multi-disciplinary team of professionals and support staff

- Develop and maintain effective and efficient data collection and record keeping procedures and contribute to preparation of new ESTS business tenders
- Maintain a small direct Assessment & Therapy service delivery role within ESTS to facilitate monitoring of program quality and consistency

Key Performance Indicators

- Service delivery and operations are consistent with AQ standards, policies and procedures
- Efficient operational processes are developed, documented, implemented and communicated to relevant stakeholders
- Assessment, Therapy and Support services and programs are delivered, expanded, delivered and evaluated according to client demand, evidence-based practices and budget considerations
- Demonstrated implementation and effective support of evidence-informed practice by the ESTS team
- New service development options are identified, raised with Manger ESTS and pursued as required
- ESTS Assessment & Therapy services strategy, business plans and budget are developed and delivered according to agreed timelines
- Collection of required data, comprehensive management reports, submissions and accountability reports are completed to a high standard and according to agreed timelines
- Effective leadership, development and performance management of direct reports is evidenced by regular one on one and team meetings with timely probationary and annual performance appraisals
- Demonstration of ongoing professional development and networking and collaboration within AQ and externally
- Interactions with clients and their families are positive and encouraging, and emphasise care, empathy and respect
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Tertiary qualification in Speech Pathology, Occupational Therapy, Psychology and/or Education
- Minimum 10 years' professional work experience, including a minimum of 5 years in roles supporting people with a disability
- Demonstrated effectiveness in a leadership role and in coordinating delivery of client services
- Demonstrated high level understanding of autism and child development, and best practice in supporting clients on the autism spectrum of all ages, their families and carers
- Highly effective interpersonal communication skills with proven ability to work collaboratively, manage and develop a professional team while building effective relationships with internal and external stakeholders
- Highly effective time management, organisation and computer skills, with proven ability to work autonomously

Highly-regarded

- Proven experience in the development of new programs or services for people with a Disability
- Further study and/or qualifications in Business or Management

Special Conditions & Requirements

- Principal location Sunnybank Hills with regular days worked from Brighton
- Current registration or eligibility for registration with the relevant Professional Board in Queensland
- Current open driver's license
- Some out of normal hours work
- Current, recognised 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
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available
- Certificate of completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: January 2020