



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.

Program Assistant

Team	Education Support & Therapy Services
Location	Sunnybank Hills or Brighton
Manager	Manager Early Childhood Intervention Groups
Classification	Program Assistant <i>Autism Queensland Limited Employment Agreement</i>
Employment Status	Casual

Purpose

The purpose of this position as Program Assistant is to work under supervision, supporting early intervention professionals in the provision of quality teaching and therapy services for children on the autism spectrum.

Responsibilities

- Support early intervention professionals in the design, preparation and implementation of individualised programs for each child in the Early Childhood Intervention (ECI) group
- Know and understand each child's learning and development goals and work as directed to help children achieve their goals
- Initiate, engage children in and supervise cooperative, positive and flexible interactions through a variety of play activities and tasks in both the classroom and playground
- Assist in maintaining a safe and secure, clean and tidy learning environment for all children
- Provide administrative and other support as needed, e.g. reporting and data collection as directed, preparation of individualised resources, maintenance of equipment
- Actively develop own understanding of autism and Positive Behaviour Support, both on-the-job and by accessing AQ resources
- Attend and participate at staff meetings when scheduled during regular working hours

Key Performance Indicators

- Implementation of strategies and supports is consistent with children's individual learning and development goals
- Engages children in cooperative, positive and flexible interactions, and uses Positive Behaviour Support principles and strategies appropriately to support children's behaviour

- Demonstrates developing understanding and application of knowledge of autism, Positive Behaviour Support and best practice in early childhood intervention
- Data collection and documentation is accurate, prompt and shared with other team members as directed
- Attends all training and development sessions and team meetings
- Interactions with children, families, colleagues and other stakeholders are positive and emphasise care, empathy, dignity and respect
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Certificate III in Early Childhood Education and Care or Education Support (or working towards)
- Demonstrated ability to work under direction and as a member of a multidisciplinary team
- Ability to communicate effectively with young children and other stakeholders as relevant
- Proven effectiveness in supporting children with special needs, ideally including autism
- Experience with therapy and/or educational and play-based programs which may include self-care, toileting, feeding and social skills
- Demonstrated literacy, written communication and computer skills as required for data-collection, reporting and documentation

Highly-regarded

- Experience working with children on the autism spectrum
- Experience supporting children who present with challenging behaviours

Special Conditions & Requirements

- Term-time position with Annual Leave to be taken in school holiday periods
- Some travel to other Autism Queensland sites in Brisbane may be required
- Required to move in order to interact with children at their physical level throughout the duration of the program, in addition to set up and pack up of the environment
- Required to perform frequent physical activity including:
 - Standing and/or walking (frequent)
 - Handling and gripping low items (frequent)
 - Lifting, carrying, pushing and/or pulling, bending, twisting, kneeling, crouching, squatting, reaching (occasional)
- It is the responsibility of the employee to hold a 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
- Certificate of completion in NDIS Worker Orientation Module “Quality Safety and You”

Position Description Reviewed: January 2020