



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

Therapy Coordinator

Team	AQ Cairns
Location	Cairns
Manager	Team Leader AQ Cairns
Classification	Professional Level 2 – <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Full-time

Purpose

The purpose of this position as Therapy Coordinator (held in conjunction with an existing permanent position as Therapist) is to support the AQ Cairns team and Team Leader in the delivery of professional intervention services for people on the autism spectrum.

Responsibilities

- Provide a responsive first point of contact and meet regularly with therapists, teachers and Early Childhood Intervention (ECI) group staff to provide support in the delivery of best practice therapy services and in addressing day to day operational and client-related issues
- Work together with the Team Leader in orientation of new team members, in particular therapists, to ensure they follow AQ guidelines for documentation
- Coordinate case conferencing meetings for ECI clients and individual programs
- Assist and support the Team Leader in the development, implementation and oversight of new therapy programs
- Coordinate and oversight university student therapist placements in consultation with the Lead Therapist or Clinical Supervisor

Key Performance Indicators

- Program documentation, reports, progress notes and contact notes by all therapy staff are audited (completed and uploaded to Prosims in an appropriate timeframe)
- New programs are effectively implemented by the Centre's professional team
- Orientation of new therapists is conducted in a timely manner
- University student placements are effectively coordinated and supported

- Positive feedback is received from professionals confirming they are supported by the Therapy Coordinator in their day-to-day work

Essential Criteria

- Minimum two full-time years in a position as therapist
- Demonstrated effectiveness in meeting all Key Performance Indicators of a position as a Therapist at AQ Cairns
- Demonstrated ability to support the development of new programs and the Cairns team's delivery of best-practice intervention services

Highly-Regarded

- Previous leadership and/or management experience

Special Conditions & Requirements

- Successful appointment to and maintenance of a position as an Occupational Therapist, Speech Pathologist, or Psychologist at AQ Cairns

Position Description Reviewed: February 2020