



*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

### Autism Advisor

Team	Autism Advisor Program
Location	Acacia Ridge
Manager	Team Leader Autism Advisor Program
Classification	Contract
Employment Status	Fixed Term Part-time

### Purpose

The purpose of this position as Autism Advisor is to ensure the articulation and achievement of Autism Queensland's Vision, Mission and Strategic Plan through the provision of information and coordination of supports for parents /carers and their children on the autism spectrum.

### Responsibilities

- Provide information and advice to parents and carers about autism, diagnosis, early intervention, and other supports and services through individual telephone and face-to-face consultations
- Develop and facilitate small group sessions for parents/carers of young children on the autism spectrum
- Provide information and assistance for children and their parents/carers to access and engage with NDIS and Helping Children with Autism (HCWA) supports
- Research and identify providers and other relevant stakeholders to enable parent/carer and child connection and build strong working relationships
- Maintain records, prepare reports and monitor outcomes for all activities

### Key Performance Indicators

- Feedback from parents and carers reflect satisfaction with the service
- Tasks are completed in a timely and effective manner
- Parents and carers have been provided with current and relevant information and resources
- Establishment and maintenance of key relationships and networks

- Submission of reports and work records meet the necessary requirements for quality and timeliness
- Maintenance of appropriate case notes, data entry and work records
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Tertiary qualifications relevant to the fields of disability, education, therapy or human services
- Understanding of child development and autism, and knowledge of current evidence-based practices
- Demonstrated experience working with parents and carers
- Proven high level communication skills with the ability to build effective community networks and relationships
- Proven time management and organisational skills with the ability to maintain work quality and performance within time constraints
- Demonstrated understanding of disability and early intervention supports within the HCWA and NDIS environments
- Ability to work autonomously, including research and program development
- Demonstrated proficiency in the use of the MS Office suite and working knowledge of databases
- Demonstrated experience in maintaining accurate, professionally appropriate and current records and written reports.

## Special Conditions & Requirements

- Retention of a current Driver's Licence
- 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

Position Description Reviewed: December 2018