



*Autism Queensland is a not-for-profit organisation with a vision for a life of participation, opportunity and choice for people with Autism Spectrum Disorder.*

## Position Description

### Early Intervention Indigenous Liaison

Team	Indigenous Liaison Programs
Location	Brisbane
Manager	National Coordinator Early Days and Indigenous Liaison Programs
Classification	Contract
Employment Status	Fixed Term Full-Time

#### Purpose

The purpose of this position as Indigenous Liaison is:

- to facilitate an increased knowledge of Autism in Aboriginal and Torres Strait Islander communities throughout Australia.
- to provide autism specific information, community linkages and service referrals for young Aboriginal and Torres Strait Islander people with autism, their parent, carers and family, and community.

#### Responsibilities

- Engage with agencies, communities and families to build working relationships and promote access to culturally relevant disability and mainstream supports and services
- Facilitate communication, goal setting, and problem solving between families, Indigenous organisations and communities, to improve knowledge of and access to local supports, NDIS and Department of Social Services (DSS)
- Broaden awareness and acceptance of disability in Indigenous communities through culturally appropriate, effective, and targeted strategies such as Yarn Ups
- Collaborate with Indigenous communities and service providers to build sustainable supports for children, adolescents and young adults with disabilities, their families and carers
- Facilitate sharing of effective strategies and products for increasing autism knowledge with Indigenous families and communities
- Deliver a suite of workshops for families, community, service providers and other agencies

- Contribute to program review and development of culturally relevant resources to support engagement
- Identify and monitor service gaps and government policy relevant to achieving program outcomes

### Key Performance Indicators

- Work Plan established and outcomes reported under the direction of National Coordinator
- Quarterly engagement schedule developed in accordance with project goals and outcomes
- Cost-effective advance-planning of engagement
- Development and preparation of materials to support community and stakeholder engagement
- Establishment and maintenance of key relationships and networks
- Satisfactory monthly and six-monthly status reports submitted to management on time
- Satisfactory feedback from stakeholders
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health and Safety policies and procedures

### Essential Criteria

- Tertiary degree, diploma or certificate qualifications relevant to working in and across the fields of disability, education and human services
- Demonstrated cultural knowledge and contemporary understanding of the diverse issues affecting Aboriginal and Torres Strait Island peoples with disability and their families
- Demonstrated knowledge and understanding of how to build capacity for persons with disabilities to be informed decision makers
- Demonstrated ability to develop and implement capacity building initiatives for individuals, family groups, and communities
- Highly effective interpersonal communication and engagement skills with demonstrated ability to establish professional relationships with stakeholders digitally, face-to-face, or via telephone
- Demonstrated experience in working effectively both autonomously and as a member of a small team

### Desirable Criteria

- Established connections with Aboriginal and Torres Strait Islander communities
- Demonstrated effectiveness in working with children and young people with disabilities and their families
- Experience delivering parent/carer education and professional development programs
- Significant knowledge and/or lived experience of autism or disability
- Understanding of NDIS and support service changes
- Experience in collation and analysis of data

## Special Conditions and Requirements

- Availability and willingness to participate in significant and frequent travel across Australia as required
- Current registration or membership with a relevant professional body
- Current First Aid and CPR Certification
- Retention of open Driver's License
- It is the responsibility of the employee to hold and maintain at their own expense, current Criminal History Screening Card/s or relevant Exemption Cards applicable in each state and territory of Australia

Position Description Reviewed: June 2018