



*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.*

## Early Intervention Indigenous Liaison Officer

Team	Indigenous Liaison Programs
Location	Brisbane
Manager	Team Leader Indigenous Programs
Classification	Contract
Employment Status	Fixed Term Full-Time

### Purpose

The purpose of this position as Early Intervention Indigenous Liaison Officer is to:

- raise awareness of autism and disability in Aboriginal and Torres Strait Islander communities throughout Australia;
- build relationships with Aboriginal and Torres Strait islander communities and link them with relevant support services;
- work in collaboration with Disability and Carer Organisations, the NDIS and ECEI Partners, and other service providers to assist with community visits to share information;
- provide and lead cultural perspectives to key stakeholders to improve understanding of working alongside Aboriginal and Torres Strait Islander families and communities;
- facilitate access to autism and disability specific information, community linkages and service referrals for Aboriginal and Torres Strait Islander families of children aged 0-6 years.

### Responsibilities

- Build culturally appropriate working relationships with families, service providers and communities
- Raise awareness and understanding of disability and autism
- Promote pathways to access early intervention disability supports and services
- Collaborate with community service providers to build sustainable supports for families and carers
- Deliver a suite of facilitated workshops to key stakeholders
- Contribute to program review and development of relevant resources
- Report outputs and outcomes of stakeholder engagement

## Key Performance Indicators

- Quarterly work plans established and completed in accordance with program goals and budgets
- Submission of comprehensive monthly reports detailing results of workflow outputs and outcomes
- Evidence of cost-effective advance-planning of engagement that satisfies program goals
- Contribution to development and preparation of materials to support community and stakeholder engagement
- Delivery of facilitated workshops to Disability and Carer Organisations, the NDIS and ECEI Partners, early childhood health and care professionals, and families of children with disability and/or autism aged 0-6 years
- Establishment and maintenance of satisfactory relationships with key stakeholder networks
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

## Essential Criteria

- Tertiary degree, diploma or certificate qualifications relevant to working in and across the fields of autism, disability, early childhood education, and/or health
- Detailed knowledge of the NDIS, ECEI, and community disability support service pathways
- Extensive experience facilitating workshops with adult participants
- Demonstrated knowledge or lived experience of early childhood disability or autism
- Demonstrated competency in use of Microsoft Office suite
- Demonstrated ability to communicate effectively with families and professionals
- Demonstrated effectiveness and professionalism in working both as part of a small team and independently
- Demonstrated knowledge and contemporary understanding of culture and diverse issues affecting Aboriginal and Torres Strait Island peoples with disability and their families

### *Highly-regarded*

- Established connections with Aboriginal and Torres Strait Islander communities
- Demonstrated professional experience working with families of young children with autism or disability
- Experience in collation and analysis of data

## Special Conditions & Requirements

- Relevant professional registration or membership - e.g. Queensland College of Teachers, Australian Health Practitioner Regulation Agency (AHPRA), Speech Pathology Australia
- Ability and willingness to undertake travel across South East Queensland and interstate, and to travel independently to remote and discrete Aboriginal and/or Torres Strait Islander communities
- Retention of open Driver's License
- 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
- Incumbent must possess, or obtain at their own expense, a First Aid & CPR certification

Position Description Reviewed: May 2019