



*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.*

## Indigenous Liaison Officer - SUSO

|                   |                                 |
|-------------------|---------------------------------|
| 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 Indigenous Liaison Officer – SUSO (Steppin’ Up, Steppin’ Out) is to:

- raise awareness of autism and disability in Aboriginal and Torres Strait Islander communities in Queensland and the Northern Territory;
- provide direct goal-setting services to persons on the autism spectrum aged 0-25 years and their families;
- facilitate communication with communities about the needs of young Aboriginal and Torres Strait Islander people on the autism spectrum.

### 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 community members, service providers, families and persons on the autism spectrum
- 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 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