



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

Program Assistant

Team	AQ Mackay
Location	Mackay
Manager	Manager Early AQtion Centre Mackay
Classification	Teacher Aide / Program Assistants – <i>Autism Queensland Limited Employee Agreement</i>
Employment Status	Permanent Part-Time

Purpose

The purpose of this position as Program Assistant is to work under supervision, supporting early intervention professionals in the provision of quality teaching and therapy services to children on the autism spectrum.

Responsibilities

- Support early intervention teachers and therapists in the design, preparation and implementation of individualised programs for each child
- Initiate co-operative, positive and flexible involvement throughout a variety of session activities and tasks under the supervision of the early intervention teachers and therapists
- Assist in the supervision of children in the playground whenever necessary
- Assist in maintaining a safe and secure learning environment for children in all areas of AQ premises and transport
- Assist the teachers and therapists by following their explicit directions and seeking further clarification as required
- Actively develop and/or improve own understanding of ASD through accessing AQ resources and on-the-job training
- Attend and participate at staff meetings when scheduled during regular working hours
- Provide general support to the AQ early intervention service as needed – e.g. administrative tasks, preparation of individualized resources

Key Performance Indicators

- Individualised programs are correctly implemented for all children
- Observations of children's responses to situations and activities is appropriately shared with other early intervention team members and recorded
- Data collection is carried out accurately as per the direction of teachers and therapists
- Input regarding children's progress is provided to teachers and therapists for reports as and when required
- Attendance at all training and development sessions is recorded
- All contact with children's families is appropriately shared with other team members and is documented
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Possess or working towards Certificate III in Education Support or Children's Services
- Ability to work autonomously and in a multidisciplinary team
- Proven ability to maintain work quality and performance during tight schedules
- Ability to communicate effectively, verbally and in writing
- Enthusiastic about the provision of quality services to children on the autism spectrum
- Experience with children with special needs
- Experience with therapy and/or educational programs which may include self-care, toileting and feeding and social skills

Highly-regarded criteria

- Experience working with children on the autism spectrum
- Experience with children who present with challenging behaviours

Special Conditions & Requirements

- Employment is during school term time only
- Some travel to other Autism Queensland sites in Brisbane may be required
- A moderate level of fitness is assumed
- It is the responsibility of the employee to hold a current, recognized Provide First Aid qualification
- 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: May 2019