



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

Team Leader

Team	AQ Gladstone
Location	Gladstone
Manager	Manager Regional Services
Classification	Contract
Employment Status	Fixed-term Full-Time or Part-Time

Purpose

The purpose of this position as Team Leader is to lead and support the AQ Gladstone team in development and delivery of consumer-driven, sustainable, quality autism-specific services in the Gladstone area.

Responsibilities

- Manage AQ Gladstone daily operations, ensuring the Centre operates within budget and in accordance with Human Services Quality Framework service specifications and Autism Queensland Quality Assurance (AQQA) policies and procedures
- Coordinate the development and delivery of Autism Queensland programs and services in the regional area area, in particular the expansion of services for children aged 7+ and adults
- In consultation with the Manager Regional Services and in collaboration with relevant AQ team members, prepare for and manage commencement of the National Disability Insurance Scheme (NDIS) at AQ Gladstone
- Provide timely and informative reports as required by the Manager Regional Services, relevant funding bodies and government departments
- In consultation with Human Resources and the Manager Regional Services, recruit, induct, train and develop, manage and support the AQ Gladstone team
- Provide professional supervision and facilitate relevant mentoring programs for team members within same professional discipline

- Work collaboratively with other AQ team leaders both in the regions and Brisbane to expand evidence informed service provision
- Build the Gladstone team's capacity to contribute to professional development both internally and externally on a fee-for-service basis

Key Performance Indicators

- Service delivery and centre operations are consistent with AQ standards, policies and procedures
- Key relationships and networks within the community are established, maintained and grown
- Program scheduling, client bookings and fees are determined and maintained to meet budget requirements
- Demonstrated understanding of and commitment to evidence informed practice which is adopted by AQ
- Data is collected and reports are provided on time and as required
- Staff probation and annual performance appraisals are conducted in an effective and timely manner
- Staff meetings are conducted regularly and are minuted
- Positive feedback is received from staff team and from clients and community
- Demonstrated implementation and effective support of evidence-informed, trans-disciplinary practice
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Essential Criteria

- Tertiary qualifications in Occupational Therapy, Psychology, Education, Speech Pathology or other relevant field
- Demonstrated high level knowledge and understanding of current theories and practice regarding child development, autism spectrum disorders and disability
- Demonstrated understanding of and significant experience in the provision of education and/or therapy and support for children and adults on the autism spectrum, including trans-disciplinary practice
- Demonstrated knowledge about and ideally experience of working within the National Disability Insurance Scheme
- Demonstrated understanding of and experience in the design and implementation of group and individual programs which are responsive to the individual needs of people on the autism spectrum and their families
- Demonstrated ability to work collaboratively within and ideally in leading a multidisciplinary team
- High level interpersonal and written communication skills

- Demonstrated understanding of and commitment to leading a regional team in accordance with established organisational policies and procedures and as required by service agreements and funding bodies

Special Conditions & Requirements

- Registration or eligibility for registration with a relevant professional Board of Queensland
- Some out of normal hours work will be required
- Intrastate travel will be required; occasional interstate travel may be required
- Retention of a current, 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.

Position Description Reviewed: December 2018