

Senior EarlyAQtion Assistant

Team	EST-SEQ-EAQ
Location	Sunnybank
Manager	Coordinator EarlyAQtion

Purpose

The purpose of this position is to provide leadership to the EarlyAQtion Assistants and support EarlyAQtion teachers and allied health professionals through active collaboration with Manager EarlyAQtion, Coordinator EarlyAQtion and professionals in the provision of quality education and therapy services for clients on the autism spectrum, both within the AQ Centre and in community settings.

Responsibilities

- Provide leadership to the EarlyAQtion Assistants team in delivering support to the early childhood teachers and therapists in the design, preparation, and implementation of individual programs for each child in EarlyAQtion Kindi.
- Actively support and deliver EarlyAQtion Assistant services in accordance with the planning and implementation guidelines as designed by professionals (i.e group programs, individual therapy, education support and/ other early years consultative services) attending and participating in meetings with staff and parents as required
- Know and understand each child's learning and development goals and work as directed to help children achieve their goals through initiating, and engaging children in and supervised cooperative, positive and flexible interactions through a variety of play activities and tasks in both the classroom and playground
- In collaboration with the Manager EarlyAQtion and Coordinator EarlyAQtion, ensure that EarlyAQtion spaces are safe and secure suitable learning environment for individual or group
- Ensure the provision of feedback and communication of client progress to professionals as required
- In collaboration with the Manager EarlyAQtion, Coordinator EarlyAQtion and EarlyAQtion Professionals complete general administrative tasks as required to support the EST team
- Adhere to relevant standards and legislative compliance including completion of all documentation and incident reporting as required

Key Performance Indicators

- Probation and annual Performance Development Reviews are conducted for direct reports in an effective and timely manner
- The implementation of strategies and supports is consistent with children's individual learning and development goals
- Children are engaged in cooperative, positive and flexible interactions, and Positive Behaviour Support principles and strategies appropriately to support children's behaviour are used.
- Understanding and application of knowledge of autism, Positive Behaviour Support and best practice in early

childhood intervention is continually developed.

- Data collection and documentation is accurate, prompt and shared with other team members as directed
- Interactions with children, families, colleagues and other stakeholders are positive and emphasise care, empathy, dignity and respect
- Observation of client/s responses to situations and activities is appropriately shared with the supervising Professionals and recorded
- Collaboration regarding client/s' progress is provided to professionals for reports as and when required
- All contact with client families is appropriately shared with the relevant EarlyAQtion professional and is documented
- Attendance at all training and development sessions is recorded

Requirements

- Certificate III in Education Support, Early Childhood Education & Care or Allied Health Assistance
- Demonstrated literacy and computer skills (i.e. Microsoft Word, Excel, Outlook etc) as required for data-collection, reporting and documentation
- Ability to successfully lead a team providing frontline services to clients including children with special needs
- Ability to work autonomously as well as collaboratively in a multi-professional team
- Experience working with clients on the autism spectrum
- Proven ability to maintain work quality and performance during tight schedules
- Ability to communicate and negotiate effectively
- Experience with therapy and/or educational programs which include self-care, toileting, feeding and social skills

Highly Regarded

- Diploma-level early childhood qualification
- Experience supporting clients who present with behaviours of concern
- Experience providing leadership to a team, including planning and coordinating daily activities

Special Requirements

- Evidence of current COVID-19 Vaccination
- Current open driver's license
- Physically required to interact with children throughout the duration of the program, in addition to setting up and packing up the environment. Physical activities include, but are not limited to:
 - Standing and/or walking (frequent)
 - Handling and gripping low items (frequent)
 - Lifting, carrying, pushing and/or pulling, bending, twisting, kneeling, crouching, squatting, reaching (occasional)
- NDIS Worker Screening Clearance and Blue Card (WWCC paid workers)
- Current, recognised Provide First Aid including Provide CPR qualification
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: June 2022