

## EarlyAQtion Assistant

<b>Team</b>	EST-NQ-CNS
<b>Location</b>	Cairns
<b>Manager</b>	Team Leader AQ Cairns

### Purpose

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

### Responsibilities

- Support early childhood teachers and therapists in the design, preparation and implementation of individualised programs for each child in EarlyAQtion Kindi
- Know and understand each child's learning and development goals and work as directed to help children achieve their goals
- Initiate, engage children in and supervise cooperative, positive and flexible interactions through a variety of play activities and tasks in both the classroom and playground
- Assist in maintaining a safe and secure, clean and tidy 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 own understanding of autism and Positive Behaviour Support, both on-the-job and by accessing AQ resources
- Attend and participate at staff meetings when scheduled during regular working hours
- Provide administrative and other support as needed, e.g. reporting and data collection as directed, preparation of individualised resources, maintenance of equipment

### Key Performance Indicators

- Implementation of strategies and supports is consistent with children's individual learning and development goals
- Engages children in cooperative, positive and flexible interactions, and uses Positive Behaviour Support principles and strategies appropriately to support children's behaviour
- Demonstrates developing understanding and application of knowledge of autism, Positive Behaviour Support and best practice in early childhood intervention
- Data collection and documentation is accurate, prompt and shared with other team members as directed
- Attends all training and development sessions and team meetings

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- Interactions with children, families, colleagues and other stakeholders are positive and emphasise care, empathy, dignity and respect
  - Compliance with Autism Queensland Quality Assurance (AQQA) policies and procedures

## Requirements

- Certificate III in Early Childhood Education and Care or Education Support (or working towards)
- Demonstrated ability to work under direction and as a member of a multidisciplinary team
- Ability to communicate effectively with young children and other stakeholders as relevant
- Proven effectiveness in supporting children with special needs, ideally including autism
- Experience with therapy and/or educational and play-based programs which may include self-care, toileting and feeding and social skills
- Demonstrated literacy, written communication and computer skills as required for data-collection, reporting and documentation

## Highly Regarded

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

## Special Requirements

- Term-time position with Annual Leave to be taken in school holiday periods
- Some travel to other Autism Queensland sites may be required
- Required to move in order to interact with children at their physical level throughout the duration of the program, in addition to set up and pack up of the environment
- Required to perform frequent physical activity including:
  - Standing and/or walking (frequent)
  - Handling and gripping low items (frequent)
  - Lifting, carrying, pushing and/or pulling, bending, twisting, kneeling, crouching, squatting, reaching (occasional)
- Current, recognized Provide First Aid including Provide CPR qualification
- NDIS Worker Screening Clearance & WWCC Blue Card (paid workers)
- Evidence of current COVID-19 Vaccination
- Certificate of Completion in NDIS Worker Orientation Module “Quality Safety and You”

**Position Description Reviewed: January 2022**