

Program Assistant

Team	Therapy
Location	Gladstone
Manager	Team Leader AQ Gladstone

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 autistic children.

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 autism 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 individualised 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

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- All contact with children’s families is appropriately shared with other team members and is documented
 - Compliance with Autism Queensland policies and procedures

Requirements

- Certificate III in Education & Care
- 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

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

Special Requirements

- Employment is during school term time only
- Evidence of current COVID-19 Vaccination
- Current open driver’s license
- A moderate level of fitness is assumed in order to be able to engage in active play with children
- NDIS Worker Screening Clearance and Blue Card (WWCC paid workers)
- Current, recognized Provide First Aid including Provide CPR qualification
- Certificate of Completion in NDIS Worker Orientation Module “Quality Safety and You”

Position Description Reviewed: March 2023