

Enriching lives
and strengthening
communities by
empowering autistic
people to reach their
potential.

Position Description:

Coordinator Autism and Mental Health Services Project

Team	Autism and Mental Health Services Project
Location	Sunnybank Hills
Manager	General Manager Consultancy & Learning

Purpose

The purpose of this position as Coordinator Autism and Mental Health Services Project is to achieve positive outcomes for autistic people by building the capacity of mental health professionals to better understand and support autistic people effectively.

Responsibilities

- Coordinate the development and delivery of autism-specific training for mainstream community mental health professionals
- Develop and deliver workshops to enhance the confidence, knowledge and skills of mainstream community mental health professionals
- Provide leadership, development, support and effective performance management of all direct reports
- Collaborate with Queensland Primary Health Networks (PHNs) to assist in mapping community mental health services to enable dissemination of information and training to health professionals in these services
- Maintain accurate data and records and provide timely and informative reports, in alignment with funding body contracts including key milestones and performance indicators.
- Monitor the project budget and report on financial performance

Key Performance Indicators (KPIs)

- Reports and input for service delivery, submissions and performance reports are provided as required and on time.
- Services are developed, costed, scheduled and delivered to meet funding body requirements and within budget.
- Professional internal and external working relationships are developed as relevant both personally and by direct reports.
- Effective leadership, development and performance management of direct reports is evidenced by regular one on one and team meetings with timely probationary and annual performance appraisals.

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- Compliance with Autism Queensland policies and procedures.
- Acting in alignment with AQ's Vision, Mission and Values with a strategic approach to the development and improvement of Autism Queensland services.

Requirements

Qualifications / Registration

- Tertiary qualification in Education, Speech Pathology, Occupational Therapy or Psychology
- Current registration or eligibility for registration with the relevant Professional Board or Association in Queensland

Experience

- Minimum 3 years' experience working in mental health services

Skills knowledge and capabilities

- Demonstrated ability to work collaboratively, manage and develop a professional team
- Demonstrated ability to communicate effectively with professionals and other stakeholders, both verbally and in writing
- Demonstrated knowledge and experience in the use of Microsoft Office suite of programs
- High level interpersonal, written and verbal communication skills
- Proven ability to work autonomously under direction and collaboratively as a member of a team
- Highly effective time management and organisation skills with intermediate computer skills

Additional Requirements

- Capacity to work outside of standard business hours, evenings and occasional weekend work, to deliver workshops
- NDIS Worker Screening Clearance

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- Current open driver's license
- Occasional intrastate travel
- May be required to use own vehicle for work purposes when an AQ pool vehicle is not available
- Current, recognised Provide First Aid including CPR qualification
- Certificate of Completion in NDIS Worker Orientation Module "Quality Safety and You"

Position Description Reviewed: March 2025