

Coordinator Early Years Inclusion

Team	Early Years Inclusion
Location	Statewide
Manager	Manager Early Years Inclusion

Purpose

The purpose of this position as Coordinator is to lead a team in the provision of sustainable, high quality services and supports to autistic people and their communities to ensure participation and quality of life.

Responsibilities

- Lead and coordinate the development, scheduling and delivery of supports, services and programs.
- Provide leadership to a team of professionals, managing performance, ensuring efficient and effective workflow, and fostering a positive work environment.
- Identify, investigate and actively pursue service leads, sponsorship and fee-for-service opportunities relevant to the delivery of services.
- Establish and maintain highly effective collaborative relationships with relevant stakeholders, including corporates, professionals, and government agencies to facilitate their understanding and implementation of inclusive practices.
- Identify opportunities, promote and disseminate information about services through stakeholder meetings, conference presentations, education forums, and internal team meetings.
- Coordinate and implement the development and review of supporting resources, processes and procedures relevant to service delivery.
- Maintain accurate data and records and provide timely and informative reports, in alignment with funding body contracts including key milestones and performance indicators as well as Autism Queensland reporting requirements.

- In collaboration with leadership, monitor the budgets 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 team performance, productivity and client outcomes.
- Demonstrated understanding, knowledge and implementation of legislation and standards relevant to sector partners, customers, and clients (e.g. NDIS, curriculum and guidelines, Australian legislation and standards, Universal Design principles and benchmarks or guidelines for inclusive design).
- Highly effective collaboration and consultation with AQ Professional Leads and management, ensuring services align with AQ principles, best practice and evidence-informed research.
- Consistent delivery of direct service hours commensurate with experience and requirements of the role.
- 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:

- Tertiary qualification in Education, Speech Pathology, Occupational Therapy or Psychology

Experience:

- Experience working in disability or autism specific services
- Experience working in a leadership role

Skills knowledge & 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
- 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 services and supports relevant to the service.
- NDIS Worker Screening Clearance
- Blue Card (Working With Children Check)
- Current open driver's license
- Occasional intrastate travel and out of normal hours work
- 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"

