

## Position Description

**Position:** ASELCC Coordinator

**Division:** North West Tasmania Autism Specific Early Learning and Care Centre

**Responsible to:** General Manager – ASELCC & DAT

**Award/ Salary:**

**Classification Level:**

**Last Updated:** 2.10.2017

## Function

The ASELCC Coordinator will be responsible for the day-to-day operation of the ASELCC including the supervision of staff and liaison with families and key stakeholders. The ASELCC Coordinator will act as the Educational Leader in the service and will support allied health staff, early childhood teachers and early childhood educators to work effectively together to deliver high quality, individualised early intervention to children and their families. The ASELCC Coordinator will work closely with the General Manager and the ASELCC Customer Services Officer to ensure that all stakeholders are supported and receive high quality services.

## Primary Tasks

- Supervise and manage the ASELCC staff to ensure the provision of services in accordance with National Quality Standards, ASELCC operational guidelines, autism best practice principles, service requirements and priorities.
- In collaboration with the General Manager – ASELCC & DAT, undertake human resource management activities and other administrative functions to ensure the effective and efficient operation of the ASELCC within available resources.
- Undertake essential operational administration including maintaining rosters and appoint relief educators to cover absences as required, child care financial management (including collection of fees, processing Special Child Care Benefit), monitoring and response to child incidents and accidents, oversee bookings and room allocations etc.
- Provide information, answer enquiries and promote the ASELCC service to families, referrers, other stakeholders, organisations, services and communities
- Provide general day-to-day supervision and support for all ASELCC staff including allied health, early childhood teachers and early childhood educators.
- Act as the centre's Educational Leader to lead the development of the curriculum and provide clear goals and expectations for teaching and learning.
- Act as the Responsible Person (as required by the National Quality Framework) ensuring compliance with the National Law, National Regulations and National Quality Standards.
- Maintain strong relationships with Alexander Beetle House and satellite centre management and work with staff to ensure children and families attending the satellite program achieve equivalent benefits to those attending the Burnie Hub.

## Position Description

- Ensure staff comply with the ASELCC's assessment, planning, review and data collection requirements and provide support to staff as required.
- Participate in decision making, policy development, planning and evaluation in matters that affect the role and function of the ASELCC.
- Participate in the development, promotion, implementation and evaluation of continuous quality improvement in the service, including the review of the Quality Improvement Plan and implementation of other quality projects as required.
- Carry a key worker caseload including support for families and children with complex needs.
- Complete discipline specific duties including assessments, therapy, teaching as required to ensure the effective distribution of workload between members of the allied health and teaching team.
- Work with the General Manager – ASELCC & DAT and Clinical Leaders for Speech Pathology, Occupational Therapy to facilitate professional development program for staff, and conduct performance appraisals within appropriate timeframes, and student fieldwork placements.
- Actively collect quantitative and qualitative data and other evidence that can be used for National Quality Framework assessment and rating and other performance measurement, planning and reporting
- Ensure compliance with the National Quality Framework including the National Law, National Regulations and National Quality Standards
- Work with the General Manager to ensure that WHS obligations are maintained at all times.
- Act as Floor Warden during emergencies and drills.
- Any other duties as delegated that are relevant to the context of the position

## Level of Responsibility

- Responsible for working within and adhering to St Giles policies and procedures.
- Responsible for the coordination and day-to-day management of the ASELCC.
- Responsible for day-to-day compliance with National Quality Framework including the law, regulations and National Quality Standards.
- Ensure that Work Health and Safety standards are maintained at all times.
- Exercise independent judgement to resolve issues.

## Direction/ Supervision Received

- Accountable to and work under the general supervision of the General Manager – ASELCC and DAT

## Position Description

- Professional supervision from the General Manager and other members of senior management as and when required.
- A probationary performance review to be completed after six months and subsequent performance appraisal and development plan to be completed on an annual basis.

## Qualifications/ Requirements

### ESSENTIAL

- Graduate of approved training program in Speech Pathology, Occupational Therapy, Early Childhood Teaching, Social Work, Psychology (or similar) and if an overseas graduate, has met Australian entry requirements.
- Registration with Professional Body (i.e. Australian Health Professionals Regulation Agency [AHPRA] or Teacher Registration Board of Tasmania) and/or membership with Professional Organisation (e.g. Speech Pathology Australia, Occupational Therapy Australia, Australian Psychological Association).
- Extensive relevant post-graduate work experience that includes a demonstrated ability to apply current best practice and use of evidence based practice
- Demonstrated leadership skills, and ability to direct and supervise staff to ensure consistency of service delivery
- Highly effective written and interpersonal communication skills with a high degree of sensitivity and ability to support families with complex needs.
- Proven ability to work effectively with other organisations in order to ensure a high level of interagency coordination.
- Understanding of, and commitment to, continuous quality improvement, customer service and quality in the workplace.
- Possess the skills, knowledge and experience to be recognised as a Responsible Person by the Australian Children's Education and Care Quality Authority.
- Working with Vulnerable People Registration – Child Related Activity.
- Current car driver's licence.
- Willingness to undertake intrastate travel and some outside normal hours work.

### DESIRABLE

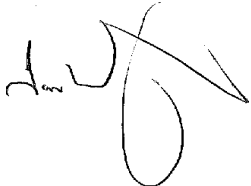
- Experience working with Early Childhood Education and Care Services

## Position Description

- Experience working with children with disabilities especially those with ASD, and their families.
- Understanding of contemporary evidence based methodologies in the provision of early intervention services to children with ASDs and other disabilities.
- Proven ability in time management and workload prioritising and monitoring in an environment subject to work pressures and change.
- A strong understanding of the National Disability Insurance Scheme and capacity to respond quickly and flexibly to address unmet need during the scheme roll-out.
- Proven ability to lead or work effectively as part of a transdisciplinary team.
- Knowledge and understanding of the application of family centred practice to families of children with ASDs and ability to act as a key worker for families.
- Understanding and experience in the design and implementation of group and individual intervention programs which are responsive to individual needs.
- Experience providing consultative support and coaching within schools and/or education and care services.

## Signatures

### Signed for and on behalf of the Organisation:



Approved: **Ian Wright**  
**Chief Executive**

### The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_