

## Coordinator Therapy

<b>Team</b>	Early Years Inclusion
<b>Location</b>	State-wide
<b>Manager</b>	Manager Early Years Inclusion

### Purpose

The purpose of this position as Coordinator Therapy organises the provision of sustainable, high quality services and support to autistic people and their communities to ensure participation and quality of life.

### Responsibilities

- Lead and coordinate the development and delivery of therapy services and programs across the state.
- Ensure therapy services are compliant with relevant legislation, standards and practices and take a key role in supporting internal and external quality and safeguarding audits and enquiries.
- In collaboration with leadership and Practice Excellence, support the professional development of the therapy team, focusing on competencies and evidence based practice consistent with AQs practice principles and standards.
- Coordinate and implement the development and review of supporting resources, processes and procedures relevant to service delivery.
- Establish and maintain highly effective collaborative relationships with relevant stakeholders, professionals, and government agencies to facilitate their understanding and implementation of therapy services.
- Identify opportunities, promote and disseminate information about services through stakeholder meetings, conference presentations, education forums, disability networks, and internal team meetings.
- Maintain accurate data and records and provide timely and informative reports, in alignment with key milestones and performance indicators relevant to Autism Queensland, legislative requirements and other funding contracts.

- Monitor the programs budgets and report on financial performance as required by relevant manager.
- Practice as a Senior Professional in relevant discipline, providing support to professionals and on- the-job leadership and mentoring.

### Key Performance Indicators (KPIs)

- Demonstrated understanding, knowledge and implementation of legislation and standards relevant to services, customers, and clients (e.g. NDIS, curriculum and guidelines, Australian legislation and standards).
- Reports and input for service delivery, submissions, audit 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.
- Effective leadership, development and performance management service team is evidenced by team performance, productivity and client outcomes.
- 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.

### Requirements

#### Qualifications:

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

#### Experience:

- Experience within the Disability and/or Special Education sector(s) within a leadership or therapy coordination role.

**Skills knowledge & capabilities:**

- Demonstrated ability to work collaboratively, coordinate, and develop a professional team.
- Demonstrated ability to communicate effectively with professionals and other stakeholders, both verbally and in writing.
- Proficiency in preparing and maintaining accurate records, reports and data, aligned with performance indicators and milestones Proven ability to work autonomously under direction and collaboratively as a member of a team.
- Highly effective time management and organisation skills to manage the development, scheduling and delivery of services

**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.
- 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".

Last Reviewed

25/06/2025