



Position Description Coordinator – Specialised Day Options

Position Title:	Coordinator – Specialised Day Options
Department:	Family and Community Services
Reports to:	Manager, Family and Community Services via Community Services Senior
Direct Reports:	Specialised Support Workers
Award and Classification:	Social, Community, Home Care & Disability Services Industry Award 2010, Level 4
Enterprise Agreement:	Autism SA Enterprise Agreement
Levels of Authority:	Refer to Autism SA Governance Policy 15 “Delegations of Authority”

About Autism SA

Autism SA has been providing specialised services to the South Australian community since 1964. We are the leading provider of specialised services to people with an Autism Spectrum Disorder in the State and our national networks ensure an ongoing commitment to specialised services and resources across Australia.

Our Vision: Leading the way through knowledge, understanding and acceptance

Our Mission: To deliver specialised services and promote community awareness to facilitate an inclusive community that values individuals and families living with an Autism Spectrum Disorder

Our Values

Quality Service: We value the delivery of proactive, timely, responsive services that are of high quality

Expertise: We value the specialist knowledge and understanding that we have about Autism Spectrum Disorders

Collaboration: We value partnerships with clients, service providers and supporters

Leadership: We value our reputation as a leader and our commitment to high values and standards

Teamwork: We value a respectful, co-operative, organised and positive work environment

Diversity: We value the talents, strengths and diversity of all people that are part of the Autism Spectrum Community

Professionalism: We value professionalism in all aspects of work duties as well as in our representation of our organisation

Document Control Information	Autism SA Job Description JD046	Version 1
Endorsed by the EMSD: February 2012	Due for Review: February 2014	
Signed: <i>J Martin</i>	G:\AutismSAPolicies&Forms\Human Resources\Job Descriptions\Family and Community Services\Community Services\JD046 - Coordinator Specialised day options.doc	



Position Description Coordinator – Specialised Day Options

Position Objectives:

This position is required to coordinate the specialised day options program for individuals with complex support needs. The Coordinator is responsible for supervising staff and providing direct support to consumers, facilitating positive environments, developing and implementing quality programs. Specifically, the role is responsible and accountable for:

- Developing and implementing activity, behavioural and developmental programs in collaboration with the Community Services Senior
- The provision of supervision, leadership and advice to specialised support workers in order to meet the organisation's strategic objectives and to develop and maintain a positive work culture
- Oversight and coordination of the specialised day options program
- Maintaining the dignity, health, safety and welfare of clients in care
- Working within an Active Support framework
- Working as part of a team to provide day to day services to registered clients

Special Requirements:

- Current South Australian Drivers Licence and willingness to drive Autism SA's vehicles, including 12 seater buses containing consumers and staff members
- Satisfactory National Criminal History Record Check
- Will be required to work flexibly across programs should the need arise
- May be required to work over 7 day roster including night and weekend work.
- May need access to own vehicle with appropriate insurance when Autism SA vehicles are not available.
- Willingness to participate in an annual performance and professional review

Responsibilities and Duties:

I. Program Delivery

- Participate in a team approach for the planning, implementation and accountability of services appropriate to the needs of consumers
- Work collaboratively with the relevant staff in the development, preparation and implementation of purposeful skill development and lifestyle programs for the individual members of the program
- Disseminate information pertaining to consumers and adhere to confidentiality guidelines with staff and families
- Develop and maintain effective communication with families and relevant others
- Act as a positive role model for staff, consumers and the community at all times
- Maintain individual files, ensuring information entered is accurate, non-judgemental, objective and respectful to the individual
- Address individual consumer needs in intervention and behavioural planning
- Work in a manner that shows respect for individuals and uses least restrictive strategies
- Recognise the individual's ability to make choices and where possible encourage the individual to do so without taking undue risk

- Strive to foster positive personal growth for each consumer within their own personal potential
- Assist the relevant senior staff member in ensuring requirements of the funding bodies are met
- Participate and engage consumers in a broad range of physical activities. These may include but are not limited to walking, sporting activities, swimming, physical and sensory activities
- Physically assist consumers with personal care in an individual or team setting when needed, while being respectful of the consumer at all times
- Actively participate in daily household activities and ensure effective consumer participation. This may include but is not limited to cooking, cleaning, washing, changing linen, shopping and other activities

2. Program Administration

- Implement systems that ensure key objectives from service agreement annexures are met and are appropriately reported on
- Contribute to the productivity and performance of programs
- Report on program performance against plans, budgets and funding/contract guidelines
- Ensure Occupational Health, Safety and Welfare requirements are met
- In conjunction with the relevant senior staff, coordinate staff program meetings
- Develop of behaviour support plans and client profiles on conjunction with relevant senior staff
- Prepare and coordinate work rosters
- Ensure that client goals are being addressed and achieved
- Maintain and monitor individual files ensuring information entered is accurate, objective and respectful to the individual
- Contribute to the development and maintenance of a consumer focussed culture, ensuring responsiveness to consumer input

3. Leadership and Staffing

For positions reporting directly to the role:

- Assist in leading, developing and maintaining a high performing team
- Assist in ensuring cohesiveness and integration of services between programs
- Assist in ensuring maintenance of professional standards and service performance across programs
- Assist in the recruitment, orientation and induction of staff and monitor staff performance
- Facilitate regular supervision and professional development
- Practice the values of the organisation, and provide effective guidance and support to staff to achieve ongoing positive cultural change.

4. Promotion and Representation of Autism SA

- Ensure a positive reputation for the agency
- Contribute to the promotion of services to consumers and other agencies
- Provide a link for consumers to other services provided by Autism SA

5. To work as an integral staff member of Autism SA

- Complete reports and data as required and being accountable at all times for work practices
- Attend and participate in team meetings, planning days, full staff meetings
- Work in collaboration with other departments of Autism SA
- Seek training and development opportunities
- Ensure adherence to relevant organisational policies and procedures and work practices
- Actively participate in continuous improvement activities and apply quality improvement principles to all duties performed
- Undertake other duties that may be allocated from time to time that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification

6. To ensure organisational compliance

All Autism SA staff are required to work in accordance with the Code of Conduct Policy and legislative requirements including:

- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation including the Charter of Rights for Children and Young People in Care
- Disability Discrimination
- Relevant Awards and Enterprise Agreements
- Relevant Australian Standards
- Duty to maintain confidentiality
- Cultural competence across all practice and service delivery
- Disability Services Act

7. To comply with statutory and organisational requirements with regards to Occupational Health, Safety and Welfare

- Observe all Occupational Health and Safety policies, follow directions and report all Occupational Health and Safety matters
- Take reasonable care to protect one's own health and safety at work and avoid adversely affecting the health or safety of any other staff members or clients through any act or omission at work
- Exercise a "duty of care" in providing services to clients
- Support a non-smoking working environment

8. To support and uphold the Vision, Mission and Values of Autism SA



Person Specification

Coordinator – Specialised Day Options

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<p>Qualifications:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none">• Tertiary Qualification in Disability Studies, Social Work, Psychology or related discipline• Current and valid Senior First Aid Certificate• Child Safe Environments, Reporting Abuse and Neglect• Active Support• Non-violent Crisis Intervention Training• Medication Administration Training <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Seizure Management Training
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<p>Experience</p> <ul style="list-style-type: none">• Experience in working in day options services• Experience in working with people with Autism Spectrum Disorders• Experience in designing developmental and behavioural programs• Experience working with people with challenging behaviours

<p>Knowledge</p> <ul style="list-style-type: none">• Knowledge of Autism Spectrum Disorders• Knowledge of developmental and behavioural programming• Knowledge of the National and State Disability Services Act, Disability Discrimination Act, Disability Service Standards and any other relevant legislation and its implications for service provision
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<p>Personal Abilities/Aptitudes/Skills:</p> <ul style="list-style-type: none">• Encourage and sustain a cooperative work environment• Ability to inspire and motivate others• Ability to be self-directed and work under pressure• Ability to work as part of a team• Flexibility and creativity• Develop, foster and model productive working relationships with Autism SA staff and organisation• Contribute positively to organisational management, and support operations towards the achievement of organisational goals• A commitment to working in collaboration with consumers and families• A commitment to working collaboratively with other human service and disability agencies• Question, challenge and improve current practice and organisational functioning• Support and work with people with diverse backgrounds, value systems, cultural differences and special needs• Flexibility in dealing with consumer issues and receptiveness to innovations



Person Specification Coordinator – Specialised Day Options

- Utilise high levels of report writing skills, oral communication, negotiation and conflict management skills
- Ability to work in the Microsoft Windows environment
- Honesty, integrity and reliability

I have read and the Job Description and Person Specification. I understand that my performance will be evaluated annually based on the requirements of this Job Description and Person Specification, the employment contract and any variations required to address changing objectives, organisational initiatives, operational needs or legislative requirements.

Signed by the incumbent: _____

Name: _____ Date: _____

Signed by senior staff member: _____

Name: _____ Date: _____