



WORK FOR BRIDGE ASSISTIVE – INDEPENDENT CONTRACTOR

Role:	Independent contractor performing AAC project management work for the not-for-profit organisation Bridge Assistive
Weekly hours:	Up to 22.5 hours per week for one year; continuation will depend on whether funding will be secured.
Location:	Australia (working from home)
Purpose:	Support Bridge Assistive with 1) execution and evaluation of current projects to increase augmentative and alternative communication (AAC) capacity in countries with limited access to AAC; 2) day to day operations of Bridge Assistive such as equipment management; providing AAC mentoring sessions to educational and health professionals; clinical and technical support; 3) securing funding for future projects.

Bridge Assistive's purpose:

Increase the use of augmentative and alternative communication (AAC) in countries with limited access to AAC through:

- Collaborating with local education and health organisations to provide online training and mentoring sessions for local health care and educational professionals.
- Donating (second-hand) electronic devices and provision of free companion apps and resources, as well as paper-based resources replicating the software.
- Evaluating our AAC implementation processes.

Further information is available through our website at www.bridgeassistive.com

Key responsibilities:

- Provide high quality remote augmentative and alternative communication (AAC) technical support and training to educational and health professionals in countries with limited access to AAC.
- Support the management of Bridge Assistive's donation system (e.g. reviewing of applications, communication with applicants, preparing of devices, shipping of devices, clinical and technical support).
- Support the project management of Bridge Assistive's current projects (e.g. communication with included participants and data collection, writing of ethics applications and progress reports).
- Investigate eligibility for grants available to Bridge Assistive, (support the) writing of grant applications
- Support the coordination of meetings, liaise and communicate with key project stakeholders.
- Align with Bridge Assistive's purpose and values.

Competencies, skills, and experience:*Essential*

- Outstanding communication skills – able to speak comfortably and confidently and to adapt the approach to meet the needs of the individual / group.
- Outstanding writing skills
- Prior clinical experience in the health, disability, or aged care sector.
- Hands on experience with:
 - individuals with complex communication needs and AAC;
 - access needs of individuals with a range of physical disabilities.
- Ability to work autonomously and as a team member to prioritize work and achieve outcomes independently.
- Effective time management and flexibility in managing a dynamic workload.
- Ability to adapt and learn new systems quickly.
- Intermediate to advanced skills in using information technology across a wide range of platforms including telehealth/remote service delivery.
- Experience with service delivery via telehealth and Zoom and/or related platforms.

Desirable:

- Experience in developing and delivering a range of education and training services such as seminars, professional workshops / events, presentations at conferences and professional development sessions.
- Some research experience (e.g. data collection, academic writing)
- Experience with grant writing

Qualifications:

- Must hold a relevant university degree, for example: Speech Pathology, Occupational Therapy, Biomedical Engineer.
- Registration with relevant professional association or body, where applicable.

Additional Criteria:

Worker screening and identity checks:

- Copy of tertiary certificate related to qualification
- Proof of Identity documentation: Driver's license, Medicare card, Passport
- Membership Certificate / Certificate of Registration for relevant professional body
- Relevant screening checks (e.g. National Police Check, Working with Children Check)

Remuneration to be discussed on application

Please submit your application before 21-7-2025

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