



POSITION TITLE:	Therapy Services Manager
FTE:	Full-time
LOCATION:	Brunswick West office location/ can include some WFH – all areas of metro Melbourne &/or regional Victoria
START DATE:	June 2022

1. ABOUT AUTISM ABILITIES

Autism Abilities is a team of dedicated and caring professionals who are passionate about empowering and supporting autistic people to live life well. As an autism specific service, we know that the needs of each person on the spectrum are as individual as they are, and this knowledge informs and inspires us in our work every single day.

Established in 2018 as an NDIS Support Coordination service, Autism Abilities has grown from humble beginnings and a handful of clients to a team of nineteen people and two hundred and fifty clients. In 2022, Autism Abilities will continue its trajectory of steady and sustainable growth with the introduction of additional autism-specific services and a new office location. To support this growth, we are recruiting for the new position of Therapy Services Manager. This is an exciting opportunity to join an organisation with wonderful people, a big heart and a fantastic culture.

We are a truly values-driven organisation, and our core values are at the heart of the way we work and what we do every single day. Autism Abilities core values are:

- Be Knowledgeable
- Be Memorable
- Be Inspiring
- Make It Happen
- Come From the Heart

You can read more about our core values on our website: <https://autismabilities.com.au/values>

2. KEY RESULT AREAS & RESPONSIBILITIES

This is an exciting opportunity to apply your exceptional clinical & leadership skills and, with the support of an ambitious yet grounded and truly values-driven organisation, develop a first-class team of multi-disciplinary therapists who are passionate about empowering and supporting autistic people to live life well.

Key Result Area	Responsibilities
Supervision	<ul style="list-style-type: none">• Provide & document quarterly supervision to individual team members• Individual case consult appointments available daily for team members• Conduct annual performance reviews with therapy team



<p>Communication & Connection</p>	<ul style="list-style-type: none"> • Prepare & facilitate effective, purposeful meetings, including weekly Huddles and quarterly therapy team meetings • Manage & develop the therapy team in MS Teams & its associated channels, providing relevant & engaging content and encouraging/increasing staff engagement with this platform • Work with the CEO & other departments to facilitate communication and connection channels across the organisation
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Leadership – establish and develop a team of exceptional talent providing therapeutic services to autistic NDIS participants • Exceptional clinical skills – to foster the development of others and make a difference in the lives of participants through the provision of evidence-based therapeutic interventions • Work collaboratively with multi-disciplinary teams • Ensure individual plans are person-centred and reflect the goals, passions and strengths of the participant • Use clinical observations and standardised assessments, and interpret findings, to formulate treatment goals
<p>Quality & Standards</p>	<ul style="list-style-type: none"> • Highest standard service delivery is a critical success factor • Implement continuous improvement practices • Conduct annual internal audit of Therapy Services at Autism Abilities • Assist with projects which improve clinical practice and service delivery
<p>Compliance & Risk</p>	<ul style="list-style-type: none"> • Ensure adherence with Autism Abilities Policies & Procedures • Ensure compliance with the NDIS Code of Conduct & Practice Standards • Conduct comprehensive risk assessment & business continuity plans for Autism Abilities therapy services annually
<p>Business Strategy & Growth</p>	<ul style="list-style-type: none"> • Work with the CEO to explore & develop opportunities for growth and development of Autism Abilities Therapy Services business
<p>HR & Training</p>	<ul style="list-style-type: none"> • Work with HR & the CEO to recruit additional staff in accordance with business plan • Deliver comprehensive & engaging induction & training of new therapy staff to the team • Conduct annual performance appraisals and learning & development plans with each therapy team staff member • Deliver relevant discipline specific in-house training to team • Maintain accurate records/notes of meetings with staff • Approve staff leave requests and expenses • Address performance issues with staff
<p>Caseload</p>	<ul style="list-style-type: none"> • Manage a small discipline specific caseload and complete therapeutic services in a timely manner

Reporting	<ul style="list-style-type: none">• Monthly meeting w leadership to report on successes, wins & developments, budget, team performance, incident management reviews, feedback & complaints & any relevant issues
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The position description may be amended from time to time at the organisation’s discretion. You may be expected to perform other duties outside of those set in the position description as directed from time to time which are within your skills, qualifications, experience and competence level to meet operational needs.

3. ORGANISATIONAL RELATIONSHIPS

- LINE MANAGER: CEO
- INTERNAL RELATIONSHIPS: Administration, Marketing, Positive Behaviour Support Team, Therapy Team, Support Coordination Team, CEO
- EXTERNAL RELATIONSHIPS: Participants, NDIS, Local Area Coordinators, NDIS Planners, service providers, the general public, other stakeholders

4. ABOUT YOU....

We would love to hear from you if you:

- Are passionate about empowering and supporting autistic people to live life well
- Are committed to person-centred and strengths-based practice
- Have extensive clinical experience in your allied health discipline
- Have enjoyed team management, leadership and/or supervisor experience
- Have insight and in-depth understanding of autism (professional and/or lived experience)
- Strongly align with Autism Abilities’ Core Values: **Be Memorable, Be Knowledgeable, Be Inspiring, Come from the Heart, Make It Happen.**

Additional Criteria:

- Current registration with AHPRA
- Minimum of 3 years’ experience in relevant allied health discipline
- Experience in providing training and supervision to other therapists
- Passion for being a leader in your field and delivering quality evidence based therapeutic interventions
- Demonstrated knowledge of the disability sector and relevant legislation
- Demonstrated experience and commitment to supporting autistic people to participate fully in their community
- Excellent written, verbal and interpersonal communication skills
- Valid Driving Licence and reliable vehicle
- NDIS Commission Worker Screening check
- Working With Children Check
- COVID-19 status fully vaccinated

Position: THERAPY SERVICES MANAGER



AUTISM ABILITIES

Autism Abilities is seeking only the highest standard of professionals with experience and/or qualifications in a relevant field. We are looking for individuals with the right skills and experience who align with our culture and values.

5. WHAT DO WE OFFER?

This is an exciting time to join a truly values driven organisation with a big heart and ambitious plans. At Autism Abilities we understand that our greatest asset is our team. In fact, 'Making Autism Abilities a Great Place to Work' is a key focus in our strategic plan. Joining our team means you can expect:

- **Positive culture** – enjoy coming to work every day alongside an incredible team of people who are all passionate about empowering and supporting autistic people to live life well
- **Good work/life balance** – don't spend your evenings or weekends worrying about work! We want everyone at Autism Abilities to love their work & understand that balance is essential to achieve this.
- **Positive work environment** – in June 2022 Autism Abilities is proud to open our first office space – a place to meet with our participants, be more visible within our community and connect, learn and work together as a team. Situated in light & bright offices in Brunswick West with access to free secure onsite parking, a health club, local cafes & tranquil outside courtyard space anytime you want to connect with your colleagues or to provide therapy in a clinic setting this is the space!
- **Flexible arrangements** – while we love our new office space you don't have to be in it every day. At AA you have the option to create the perfect balance to suit your life - work from home, come into the office or have the best of both worlds and do both
- **Regular supervision and heaps of support** – individual consults available every day, weekly team Huddle meetings, peer support opportunities and quarterly supervision – at AA we work really hard to ensure everyone stays connected and feels supported
- **Training and development opportunities** – we know that investing in our team is critical to our success. You will have an annual training budget for your personal and professional development and the knowledge that you are joining an organisation that truly values learning and development.
- **Opportunities** – this is an exciting time to join Autism Abilities with strong opportunity for career progression as our organisation grows and develops.
- **Competitive remuneration** – competitive salary plus super according to skills, experience & qualifications.

5. APPLICATION DETAILS

If this sounds like you, we'd love to hear from you. Please send your completed application to info@autismabilities.com.au including the following information:

- A cover letter stating why you think this is the right opportunity for you
- Your current resume

Please note that Autism Abilities conducts thorough and detailed pre-employment safety screening checks. We will require evidence of relevant qualifications, a pre-employment disclosure statement regarding any pre-existing illnesses or conditions that may affect your ability to perform the inherent requirements of the position; police record checks; working with Children Checks and a NDIS Worker Screening Clearance Check.

Position: THERAPY SERVICES MANAGER



The personal information that you provide in your job application and resume will be used for the purpose of assessing your application and will be treated in strict accordance with our Privacy Policy.

Autism Abilities takes pride in embracing diversity and fostering an inclusive culture where individual differences are respected and celebrated. We welcome applications from people of all ages, abilities and cultural backgrounds.

Thank you for your interest in Autism Abilities we look forward to hearing from you.