

POSITION DESCRIPTION

Business unit:	Bright Door
Position title:	Allied Health Coordinator – Bright Door
Position classification / level:	HP41
Employment type:	Permanent Full Time
Reporting to:	Head of Bright Door
Date position reviewed:	January 2023

About Language Disorder Australia

Language Disorder Australia is a trusted national network of professionals and services, providing high-quality education, support and advocacy for children and young people with Language Disorder.

We make extraordinary outcomes happen for those with Language Disorder across all aspects of life, opening up new pathways that allow children and young people to achieve beyond what anyone imagined possible.

Our multidisciplinary and integrated network of educators and allied health professionals work with partners, community, and government to provide contemporary, high-quality integrated services for children and young people with Language Disorder.

Every child and young person deserve to belong. It's up to us to build a world of greater understanding and connection so they can unleash their own extraordinary potential.

Language Disorder Australia Vision, Mission, and Values

Our vision is to be the leader in ensuring extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, enabling them to find their voice.

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous, and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Position summary

The role of the Allied Health Coordinator - Bright Door Townsville clinics is to coordinate the provision of comprehensive and effective therapeutic services for children and young people.

The coordinator provides direct clinical services and will also lead a multidisciplinary team focused on the provision of exceptional therapeutic services.

Main duties and responsibilities

Key Responsibilities:

- In collaboration with the Practice Manager, ensure that Townsville clinic operations meet financial targets and operate in alignment with the Language Disorder Australia values.
- Lead and supervise the multi-disciplinary clinical team in their day-to-day operations, including new and experienced clinicians.
- Provide therapeutic assessment and intervention in your professional field of expertise to individual and groups of clients referred to the clinic.
- Lead the development and implementation of evidence informed strategies, research projects and therapeutic services to meet market demands.
- Ensure therapeutic methods used are consistent with the operational framework delivered throughout Language Disorder Australia.
- Maintain a contemporary understanding of NDIS processes and procedures.
- Develop, review and refine clinical record keeping and documentation to meet professional and NDIS compliance and standards.
- In conjunction with Bright Door's leadership team prepare and complete tasks required for NDIS compliance audits.
- Initiate, coordinate and monitor data collection mechanisms.
- Ensure that all therapeutic services have a sound, measurable evidence base.
- Disseminate information, lead discussion and assist therapy staff to develop, implement and monitor exemplary therapeutic practice.
- Assist with the delivery of professional development to staff and external participants.
- Support and contribute to research into current and developing therapeutic programs.
- Represent the organisation through presentations at conferences, workshops and forums to lift the profile and reputation of the therapy services.
- Oversee the production and proofing of high-quality clinical reports.
- Participate in special events or activities which are an integral part of Language Disorder Australia.
- Any other duties as required by Head of Bright Door.

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

Essential:

- A minimum of a bachelor's degree in a relevant area from an approved tertiary institution.
- Registration and/or professional membership of relevant therapy as required to practice in Queensland.

Desirable:

- Master's Degree or higher in a relevant therapy discipline.

Knowledge, skills and experience

Essential:

- Ability to lead and supervisor multi-disciplinary teams in the provision of quality clinical services.
- Understanding of the complexities of differential diagnosis for pervasive developmental disabilities incorporating communication disorders.
- Experience in working with families in supporting children and young people with disability in relation to therapeutic interventions.
- Knowledge of best practice and procedures related to the provision of therapy services to children and young people.
- A demonstrated ability to develop and implement best practice methodologies with a sound evidence base.
- Knowledge of practices, regulations and systems relating to the National Disability Insurance Scheme (NDIS).
- Excellent developed oral and written communication skills.
- Ability to self-direct as well as work effectively within and across teams.
- A demonstrated commitment to personal and professional development.
- Demonstrated ability to develop professional networks both internally and externally with key stakeholders.
- Knowledge of practices, acts, regulations and systems relating to the provision of clinical services.
- Ability to monitor and report on clinical and operational requirements.

Mandatory Requirements

- NDIS Worker Screening Check
- A current Blue Card or Exemption Card (working with children check) or other acceptable evidence relating to working with children
- Australian Driver Licence
- Fully up to date Covid vaccinations and boosters

Working Relationships

- The Coordinator will report to the **Head of Bright Door**.
- The Coordinator will work closely with the Practice Manager and Allied Health Coordinator- Bright Door - Brisbane in ensuring the efficient operations and financial success of the Clinics.
- The Coordinator will work closely with the SSS and Mancel College Allied Health Coordinators.