



**LearningforLife**  
AUTISM CENTRE INC  
Helping children with autism  
reach their full potential

25 -27 High Street South, KEW VIC 3101  
PO Box 7118, HAWTHORN NORTH VIC 3122  
Phone: (03) 9853 4607  
Email: [admin@learningforlife.com.au](mailto:admin@learningforlife.com.au)  
[www.learningforlife.com.au](http://www.learningforlife.com.au)  
ABN: 47 260 122 955

<b>Position Title:</b>	Therapy Assistant
<b>Award/Agreement:</b>	Social, Community, Home Care and Disability Services Industry Award 2010/Health Professionals and Support Services Award 2020
<b>Employment Type:</b>	Casual/Permanent Part-Time
<b>Reports to:</b>	Practice Manager and Clinical Supervising Consultant
<b>Direct Reports:</b>	None
<b>Organisational relationships</b>	Work closely with therapy team, families, students and external professionals as required. The role will also liaise and interact with administration support.

### Key responsibilities & duties

- Teach centre clients using established techniques in accordance with the program
- Implement teaching strategies using principles of Applied Behaviour Analysis
- Provide high levels of reinforcement and motivation to the clients to ensure their learning experience is fun and successful e.g., bubbles & chasey
- Monitor and ensure the safety and well-being of the clients during therapy sessions, reporting any concerns to the Practice Manager and Program Supervisor
- Be part of a team responsible for delivering the program for each client's therapy including maintaining consistency across programs as directed by the supervisor
- Assist in the implementation of programming in a range of areas including: Social interaction; communication; language; functional living skills; educational/academic skills; recreation/leisure; self-help skills; pastime development; pre-vocational skills; gross and fine motor skills;
- Comply with any data collection systems implemented to measure a client's progress in each of the above areas. Collect data in a consistent way, keep clear notes, and legible handwriting
- Document client progress ensuring notes are objective and factual
- Participate in staff meetings to review a client's progress, programs, procedures, teaching techniques, administrative matters when required
- To maximise the available expertise (i.e., be receptive to feedback and regularly consult with colleagues and co-workers) and demonstrate acquired expertise in interactions with clients and staff.



- Meet regularly with and report any program concerns in a sensitive and objective manner to the Program Supervisor, including:
  - Remaining professional in the dealing with confidential information and reporting any concerns directly to the Program Supervisor. Direct any parent question/concerns to the client's Program Supervisor
  - Remaining sensitive, yet professional in dealing with parents, maintaining professional boundaries
- Participate in research projects as a therapist and data collector,
- Actively participate in in-service information and training sessions
- Support families to implement function-based behaviour protocol where required
- Perform related duties, special assignments and projects as directed
- Complying with and following Learning for Life staff guidelines, policies and procedures (which may change from time to time)
- Submit timesheet each fortnight on the specified day as required
- Participate in regular staff appraisal and reviews
- Notwithstanding the above, other duties as reasonably directed

### **Quality and safety**

- Adherence to quality, risk management and occupational health and safety policies
- Promote and uphold a workplace free from bullying, harassment and discrimination
- Assist with risk management identification and ensure that actions are taken to prevent and minimise harm to clients and staff

### **Requirements**

- Experience working with children with an ASD preferred
- Proficient in MS Office and computer systems
- Excellent communication and people skills
- Commitment to the Child Safe Standards



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## Conditions

- Any staff member required to drive vehicle in the course of their duties required to hold and present a valid driver's licence
- Employment conditional on current and satisfactory Victorian Working with Children Check, National Police Clearance.
- Must be considered suitable to work in disability through Worker Screening requirements
- Completion of NDIS Worker Orientation Module
- Compliance with NDIS Code of Conduct
- Comply with any Code of Conduct for relevant professional body
- May be required to participate in First Aid and other occupational training (i.e. manual handling)
- Comply with all company policies and procedures and financial/HR delegations, which may change from time to time
- Out of hours' work may be required
- Provide receipts for reimbursement

## Employee Signature

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Employee

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Dated