

AUTISM ADVENTURES POSITION DESCRIPTION

Position: Social Group Leader

Classification: SCHADS Award, Level 2

Hours: Part time - 8 hours/week

Location: South-East QLD - working across Brisbane and Moreton Bay locations

Autism Adventures

Autism Adventures specialises in delivering services to young people with autism (10 years to young adult). Some of our participants may present with complex needs, e.g. comorbid conditions, including mental health needs.

Autism Adventures is committed to providing opportunities for young people to build meaningful relationships, and to reach their true potential in life. This is achieved through the delivery of social groups, and community day and overnight Adventures. Our services are tailored to participant's individual interests, wants, and needs.

Position Overview

The Social Group Leader is responsible for facilitating social groups for young people with autism. There is a strong focus on making a positive change to a young person's life by supporting them to build friendships, develop their self-esteem, reduce social isolation, and expand their social and communication skills.

Key Responsibilities and Duties

Client Services

- Facilitate the running of the social group according to the organisational model of service delivery.
- Create a safe and supportive environment that is conducive to helping participants to build their confidence in social situations.
- Facilitate group discussions that support participants to engage and communicate positively with each other.
- Actively respond to participant needs and choices in a flexible and respectful manner.

- Monitor the safety and wellbeing of participants and report any concerns to the Management Team.
- Provide general advice and support to participants in areas such as social and communication skills development, healthy relationships, resolving conflicts, and strategies for overcoming difficulties.
- Facilitate community participation, focussing on inclusion, which is dependent on individual needs, abilities, and preferences.
- Support participants to establish and maintain relationships with each other, both within, and outside of, scheduled social group sessions.
- Encourage, and role model, positive and socially appropriate behaviour, and effectively support challenging behaviour within group sessions.
- Ensure all participants are treated with respect and dignity, and provide culturally respectful and appropriate support.
- Respect the privacy and confidentiality of participants, during, and beyond the period of employment.
- Communicate appropriately and maintain positive working relationships with key stakeholders: people with autism; parents, families, and carers of people using Autism Adventures' services; Autism Adventures' staff and other professionals and service providers.

Operations

- Maintain knowledge and understanding of the relevant organisational and policies, procedures and guidelines.
- Complete written reports relating to social group sessions.
- Attend regular supervision/mentoring sessions with Line Manager.
- Disseminate information to key stakeholders about social group sessions and manage attendance lists.

Staff/Team

- When required, support and offer assistance and backup to colleagues, including the Management Team.
- Report regularly to the Line Manager.
- Notify the line Manager if you are unable to work your rostered sessions, with as much notice as possible.
- Participate in regular scheduled social group team meetings.

Work Health and Safety

- Be vigilant in monitoring own health and safety practices, and promptly report any concerns to the Line Manager.
- Report all hazards, injuries, incidents and near misses immediately to the Line Manager and complete relevant paperwork.
- Report unsafe conditions or practices and make suggestions for improvement to immediate Line Manager.

- Take reasonable care of the Health and Safety of self and others and comply with Workplace Health and Safety risk assessment requirements.

Information Technology

- Use computer systems and software programs to ensure effective service delivery, communication and compliant storage of information.

Other Duties / Responsibilities

- Carry out designated duties/tasks as per this Position Description, and other reasonable duties as instructed by the Management Team from time to time.

Position Criteria

- Experience in leading and facilitating youth groups.
- An understanding of the needs of young people with autism and a proactive approach to supporting participants.
- Possess strong communication skills and be able to develop positive relationships with our participants, their families and carers.
- Minimum Certificate III in Youth Work or Disability Services (or similar qualification).
- Current First Aid and CPR Certificate.
- NDIS Worker Screening Check clearance for paid employment and QLD Blue Card.
- Mandatory completion of the [NDIS Worker Orientation Module](#) "Quality, Safety and You".
- Work across two sites in Brisbane (north side) and Moreton Bay (Caboolture) to facilitate groups on Wednesday and Friday evenings;

Additional Information

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. In addition to the salary base rate, there is the employer's contribution (10%) to superannuation.
- All offers of employment are subject to a six-month probationary period.
- All offers of employment are subject to a satisfactory NDIS Worker Screening Check clearance and QLD Blue card prior to commencement.