

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



Why is this Job Description being written?		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
POSITION DETAILS:		Position Title: CLINICAL LEAD – AUTISM EARLY INTERVENTION CENTRE		
Division:	Autism Research	Department:	Clinical Services	
Position reports to: (role)	Clinical Services Manager - Autism Early Intervention Centre			
Location: <i>include all possible locations</i>	100 Roberts Road Subiaco, WA 6008			
POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why				
<p>Led by Professor Andrew Whitehouse, the Autism Research Team, based at the Telethon Kids Institute, are international research leaders in the understanding of autism. From early 2018 Telethon Kids Institute will create a clinical research centre for infants who are showing early developmental delays, in addition to children who have been diagnosed with autism. The role of the Clinical Lead will be to oversee the clinical activities of the newly created centre. Working closely with the Centre Director (Professor Andrew Whitehouse) and the Clinical Services Manager, the Clinical Lead will support the clinical team of speech pathologists, clinical psychologists and occupational therapists to provide high quality and timely early intervention services to pre-school children based on clinical best practice and informed by research from the Autism Team at Telethon Kids and in a multi-disciplinary context. The position will help manage and grow clinical activities at the Centre which are research informed, meet best practice standards, are sustainable and meet consumer and community needs. The position will also have opportunities to develop new therapies and services that will be scientifically tested by the Autism Research Team.</p>				
KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i>				
Key Position Accountabilities What are the main areas for which the position is accountable	% of Total Role	Inputs: What are the key activities or tasks to be carried out?	Outputs: What are the expected end results?	Measures: How it is measured

<p>Clinical role</p>	<p>60%</p>	<ul style="list-style-type: none"> • Provide interventions that have been developed by the Autism Research Team and their colleagues (e.g., iBASIS and PACT). • Develop new speech therapy/psychology/occupational therapy services for scientific testing through the Telethon Kids' clinical research service. • Provide autism diagnostic services. • Provide hands on clinical support for complex cases. • Comply with appropriate standards and reporting requirements including for Medicare, NDIS and other funders • Comply with professional and practice management standards using approved systems • Patient and family liaison and involvement • Liaise with other Centre professional staff to manage complex cases. • Contribution to improvements in clinical practice standards in collaboration with the clinical and research teams 	<ul style="list-style-type: none"> • Outcomes for patients • Timely record keeping • Timely billing • Medicare Income received • NDIS Income received • Sustainable operations • Best practice approaches 	<ul style="list-style-type: none"> • % service time for clinicians • Income vs Budget • Funder report timeliness • Compliance with contractual obligations
<p>Clinical Supervision & People Management</p>	<p>20%</p>	<ul style="list-style-type: none"> • Be available to the clinical team to provide support and advice on case management. • Work with the Clinical Services managers to ensure caseload is allocated appropriately across the clinical team. • Assist with recruiting, training and supervision of new clinical staff • Supervision of clinical placement students and internships • Participate in maintaining a positive and ethical workplace that is conducive to attracting, retaining and motivating top-quality employees, of all levels. • Participate in the Institute's Performance Management Review Process (GPS) 	<ul style="list-style-type: none"> • Appropriately staffed • Preferred placement • Compliant with legislation, awards and Institute policies 	<ul style="list-style-type: none"> • Vacancy factor • % service time for clinicians • No. of placements • 360° feedback

Professional Development	10%	<ul style="list-style-type: none"> • Work with other clinicians and researchers to identify and provide ongoing practical and theoretical educational experiences, within budget, for therapists through liaison with internal and external stakeholders. • Undertake appropriate professional development activities to keep up to date and meet own professional development needs. • Create interest groups for professional development support. • Liaise with autism team and external stakeholders eg universities and other State Child Development Centres as required. 	<ul style="list-style-type: none"> • Quality standards upheld • Professional development fostered 	<ul style="list-style-type: none"> • Professional development activities undertaken • Certifications
Autism Team & Institute Engagement	5%	<ul style="list-style-type: none"> • Participate in forums and activities of the Autism team • Support for Autism team research initiatives • Work with the autism to assist clinical service research projects for the purposes of grants/tenders and contracts. • Participate in clinical supervision and peer sessions • Participate in Institute forums and events 	<ul style="list-style-type: none"> • Service design & refinement • Consumer engagement • Service innovation • Research participation • Engagement with Institute 	<ul style="list-style-type: none"> • Autism team feedback • Institute feedback • Research project participation
Other Duties	5%	Other duties as requested by the Clinical Services Manager or Centre Director consistent with skills, time and capacity.	<ul style="list-style-type: none"> • As directed 	<ul style="list-style-type: none"> • As directed
ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:				
Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role		<ul style="list-style-type: none"> • Qualifications in speech pathology/clinical psychology/occupational therapy that are recognised by the relevant professional body. • 'Practising Member' of a Professional body. 		

<p><i>Skills, Knowledge & Experience:</i></p>	<ul style="list-style-type: none"> • Eligible for a Medicare provider number • Eligible as a provider for WA NDIS and / or NDIA • Demonstrated senior experience in a clinical setting • Minimum five years clinical experience providing early intervention services to pre-school children with autism • Experience in both assessment techniques and therapy/intervention with pre-school children • Skills and experience with clinical supervision • An ability to observe, analyse and critique therapy sessions and assist staff to plan and meet professional development targets • A sound understanding of evidenced based approaches in developing and implementing early intervention programs with children with autism or developmental disabilities • Highly developed interpersonal skills appropriate to establish and maintain effective relationships with colleagues, clients, families and the wider community. • An ability to work as part of a multi-disciplinary team. • A commitment to ongoing professional development. • Excellent time management and organisational skills. • A strong work ethic with a flexible, collaborative team approach • A current Working with Children Check and National Police Clearance
<p>DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:</p>	
<p><i>Qualifications:</i> what are the minimum educational, technical or professional qualifications required to competently perform role</p>	

Skills, Knowledge & Experience:

- Knowledge of and / or experience with iBASIS and PACT therapies
- Experience with conducting or collaborating with research projects
- Experience providing services under DSC, NDIS WA and / or NDIA
- Experience providing services under Medicare
- Has a Medicare provider number
- Is a provider for WA NDIS and / or NDIA

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- Responsible for clinical billings and maintaining sustainable operation

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

Potentially one or more from 2018

No. of indirect reports

Potentially student placements

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Autism Early Intervention Centre Director

Immediate level of supervision

Clinical Services Manager – Autism Early Intervention

Other roles reporting to immediate supervisor

	<i>Clinic Admin /Receptionist (G5.3) – (proposed from 2018)</i>	Clinical Lead (from 2018)	<i>Other Allied Health Clinical Staff (proposed from 2018)</i>		
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Direct reports (role x no.)

		<i>Clinical Supervision of therapists (proposed from 2018)</i>	<i>Student placement supervision (as agreed)</i>		
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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?