





POSITION DESCRIPTION

Position Title Key Word Sign Australia – National Coordinator			
Position Purpose The role of the National Coordinator for Key Word Sign Australia is to oversee the development and growth of Key Word Sign in Australia.			
Division:	Statewide – Northern	Reports to	Manager, Communication Services, Communication and Inclusion Resource Centre, Scope
		Direct Reports:	
Internal Relationships:	Communication and Inclusion Resource Centre, Scope Speech Pathologists	External Relationships	Key Word Sign state based organisations; KWS international; Speech Pathology Australia; AGOSCI; NDIA; Consumers
Delegation of Authority		Category	Specialist
Employment Contract	Permanent 0.2 EFT	Award	Speech Pathologist

Scope's Mission	Scope's mission is to enable each person we support to live as an empowered and equal citizen.		
Scope's Vision	Scope will inspire and lead change to deliver best practice. We will: <ul style="list-style-type: none"> • support and listen to each person and their family. • provide leadership to influence strategy and policy. • deliver person driven, flexible & responsive services to build a sustainable future. • build on our foundation for success through our expertise in service delivery, workforce development, quality improvement and research. We will deliver better outcomes.		
Scope Approach	<p>SEE THE PERSON: </p> <p>We listen to understand We see the potential We recognise how you do things and what you achieve We take personal responsibility We build excellent relationships with our customers and customers We understand the balance between risks and rights</p> <p>DO IT TOGETHER: </p> <p>We lead in line with Scope's approach We work together to achieve shared goals We build ethical and sustainable partnerships We support each other We communicate early and honestly We share responsibility for safety</p>	<p>DO IT RIGHT: </p> <p>We use systems and processes in our work We deliver quality outcomes safely and on time We understand risks and opportunities We are a financially sustainable organisation We own the consequences of our actions We take pride in the delivery of our Mission</p> <p>DO IT BETTER: </p> <p>We develop creative solutions We review and continually improve We understand what is working and what is not We seek and respond to feedback We build capacity in all that we do We are a leader in safety</p>	
Key Function	Key Accountabilities, Responsibilities & Deliverables		

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Service Provision	<p>Responsible for:</p> <ul style="list-style-type: none"> liaison, mentoring and peer support to Key Word Sign (KWS) state based organisations information and advice in the use of Key Word Sign and natural gesture increase the profile of KWS nationally identify, initiate and coordinate the development of new KWSA resources in collaboration with the states maintenance of KWSA web pages promotion and dissemination of evidence-based research into the use of KWS develop KWSA strategic/business plan in collaboration with the states
Financial Outcome	<p>Accountable for the financial viability of Key Word Sign Australia to ensure funding of</p> <ul style="list-style-type: none"> national coordinator position development of new resources
Growth Delivery	<ul style="list-style-type: none"> Develop and implement KWSA Marketing Plan in collaboration with Scope and the states Coordinate and oversee the sale of KWSA products through online shop or other avenues Develop new products for the long-term sustainability of KWS Australia in collaboration with states Provide advice and consultancy to the train-the-trainer approach to presenter training Provide mentorship/peer support to state representatives Developing strategic partnerships to promote the use of Key Word Sign Provide input into the mentorship/peer support of state-based trainers. Support the development and implementation of a national quality assurance framework
People Leadership	<ul style="list-style-type: none"> Responsible for championing a culture of continuous improvement within the team that supports Scope's organisational culture and change program. Provide team leadership that supports a people management culture that is underpinned by EEO, human rights and builds employee resilience and inclusion. That also recognises its Duty of Care responsibilities towards their clients and employees. Responsible for leading a culture of collaboration, sharing a vision and principles with the states
Workplace Health & Safety	<ul style="list-style-type: none"> Responsible for ensuring that Scope complies with its legal requirements and strives for best practice in the provision of a safe workplace for all. Responsible for working in a safe manner that complies with Scopes current workplace and safety policies

SELECTION CRITERIA	
Key Word Sign Australia – National Coordinator	
Qualifications & Knowledge/Experience	<ul style="list-style-type: none"> Speech pathologist exhibiting a depth of experience in AAC and multi-modal communication as demonstrated by the following experience: <ul style="list-style-type: none"> Strong experience as a key word sign presenter (essential) Experience working with children and/or adults with complex communication needs (essential) A respect and understanding of the relationship between KWS and the Deaf community (essential) Involvement in resource development e.g. Involvement in the development and production of commercially available AAC resources An up to date knowledge of relevant literature on unaided communication Articles published in non-refereed journals or newsletters e.g. Two or more articles published in non-refereed journals Proven experience in coordinating or leading a group Involvement with lecturing in the field of AAC e.g. lectures in the area of AAC <ul style="list-style-type: none"> Involvement with teaching at university level in AAC or related areas. Presentation at national or international conferences on AAC e.g. paper or workshop
Technical Competencies	<ul style="list-style-type: none"> Computer skills in word, excel Familiarity with KWS Apps including the use of the Key Word Sign Australia app

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	<ul style="list-style-type: none"> • An understanding of social media
Behavioural Competencies	<ul style="list-style-type: none"> • Excellent communication skills – written and oral • Established relationships with key stake holders • Self motivated • A keen interest in the use and development of Key Word Sign nationally
Licenses & Accreditations	<ul style="list-style-type: none"> • Working with Children’s check (required for all direct support roles) • Cleared Police Check for disability employment (this must be stated on the police check report) within the last twelve months • International Police checks are required from any new employee to Scope if they have lived in the one overseas country for a period of 12 months or more, over the past 10 years. Employees cannot commence work until they provide this. See below for details: • http://www.immi.gov.au/allforms/character-requirements/character-penal.pdf • Must satisfy all visa requirements for working in Australia. • Drivers license (required for all roles where there is a requirement to travel to deliver services) • Current registration to practice in Australia where required.

Authorisation:

This Position Description has been reviewed and approved by the General Manager (Catherine Lengyel) and is effective from the 01/03/17

People & Culture Authorisation

Job Evaluation Completed: _____ Position Created: _____

Organisation Hierarchy Amended: _____