JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☐ New Position ☐ Replacement Position ☐ Position re-designed ☒ Position not previously described

POSITION DETAILS:	Position Title:	FAMILY COORDINATOR, AUTISM RESEARCH TEAM		
Division:	Autism Research		**Department:**	Research Team
Position reports to: (role)	Program Manager			
Location: *include all possible locations*	100 Roberts Road Subiaco Western Australia			

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

The successful applicant will contribute to the autism research program conducted at the Telethon Kids Institute (Perth, Australia) through liaising with individuals and families to coordinate all aspects of participation in a range of research studies. The role requires excellent interpersonal skills, a high level of attention to detail, the ability to work under pressure and excellent time management and communication skills. In collaboration with research groups around Australia and internationally, the research group uses a range of techniques to develop new methods for identifying and diagnosing children with autism in early life, and trial early intervention techniques. Previous research outputs by the team can be found at: https://autism.telethonkids.org.au/publications/.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

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

Research Administration	100	• Explain research projects to potential participants • Screen potential participants for eligibility • Book research meetings through coordinating participants, researchers and resources using scheduling software • Distribute information and surveys to participants and share replies with researchers • Maintain relevant databases • Assist the clinical and/or research team with administrative activities as required, including in specific research projects.	• Facilitate and maintain effective participant recruitment and booking system	• Booking rates • Timeliness to complete administrative duties • Feedback from participants and researchers

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Qualification/s in administration or a relevant health field
Skills, Knowledge & Experience:	• Experience working with individuals with a disability and/or their family members • High-level verbal and written communication skills, including face-to-face, telephone, email and letters • Ability to develop rapport with potential / current participants in a research context • Ability to work effectively as part of a broad, multidisciplinary team • Demonstrated ability to work independently and set priorities • Demonstrated ability to manage large and varied workload and maintain motivation under pressure • 'National Police Clearance' and 'Working with Children Check' prior to commencement will be mandatory (not necessary to obtain at the time of job application)

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Not applicable
Skills, Knowledge & Experience:	• Knowledge and experience of scheduling software and databases • Good knowledge of autism, and related research goals. • Experience working with individuals with ASD and/or their family members

SCOPE:

Financial accountability: Does this role have accountability for a budget?			
• No			
People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?			
No. of direct reports	0	No. of indirect reports	0

Next level of supervision

> Program Head (Professor Andrew Whitehouse)

Immediate level of supervision

> Program Manager

Other roles reporting to immediate supervisor

	Research Assistants	Family Coordinator	Postgraduate Students	Volunteers	

Direct reports (role x no.)