



## Application Pack:

# Implementation Consultant

Thank you for your interest in this position with the [Social Science Translated \(SST\)](#), where we deliver evidence-based practical resources to engage professionals, children and families to diversify life skills. SST is looking for a skilled and passionate person to join our small team empowering our global network of clinical and educational service providers.

Our flagship offering is the [Secret Agent Society \(SAS\) program](#). SAS has been transforming the lives of children around the world for more than a decade through espionage-themed resources providing an evidence-based, comprehensive and captivating solution to structured social and emotional learning for children aged 8-12 years old. SST is responsible for training education and allied health professionals in facilitating the SAS Small Group Program, and distributing SAS resources and access to both SAS Providers and the public

Social Science Translated is a wholly-owned subsidiary of the not-for-profit Autism CRC, the world's first national cooperative research effort focused on autism and Australia's independent national source of evidence for best practice.

Our team values:



- **We are purposeful:** We engage in meaningful work, strategically and systematically meeting impact goals, driven by determination and motivation.
- **We are catalytic:** We spark and energise exponential impact through our collaborative efforts.
- **We are dynamic:** We are innovative, imaginative, agile, adventurous, open to ideas and responsive to change
- **We are authentic:** We are genuine and we value diversity, inclusivity, and collaboration.
- **We have integrity:** We are honest, reliable, responsible, and hold ourselves to our values.

This role would suit someone who aligns with our values and:

- Is an allied health or special education professional,
- Has experience with facilitating children's groups and supporting or collaborating with other professionals to do so,
- Has experience or interest in developing new resources, and
- Loves to learn new things, work with a variety of tasks, and support others feel equipped for action.

SST is a neurodiverse team, candidates with a variety of profiles are encouraged to apply for this role. After reviewing the information below, if you would like to apply, please contact Kathleen or Melissa to discuss the role and your interest, and plan to submit your application as soon as possible and no later than **Monday 16<sup>th</sup> December 2024**.





## Nature of Appointment

- 0.6 FTE (minimum 23 hrs/week) – negotiable.
- 12- to 18- month fixed term contract with potential opportunity for an ongoing appointment.
- Regular work hours across a minimum of 3 days per week (with consideration of global time zones and assisting coverage of regular office hours across the team).
- Office is located in Brisbane, Queensland. The role can be hybrid (office/remote), with minimum one day per week in the office overlapping with other team members.
- Ideally planning to start the appointment in January 2025.

## Required Skills & Experience

- Allied Health or Special Education professional (e.g. Psychologist, Speech Pathologist, Occupational Therapist, Behaviour Analyst, Social Worker, Learning Support or Autism studies in Education).
- Strong professional and customer service orientation.
- Strong organisational and task management skills.
- Excellent communication and flexible interpersonal skills for written correspondence, phone and video calls (to work with a range of professional allied health/education contacts and parents across varying time zones/cultures/funding systems).
- Understanding or willingness to learn implementation science principles.
- Good attention to detail while being efficient at switching between tasks.
- Ability and desire to work independently and collaboratively within a small team.

## Desirable Additional Skills & Experience

- Content writing for resources aimed at professionals, parents, teachers and/or children.
- Coordination or involvement in communities of practice or peer supervision.
- Understanding of or training in Implementation Science.
- Understanding of Social Enterprise or general business principles.
- Familiarity or experience with the SAS Small Group Program, or children's allied health or educational services involving interactions with children and parents.
- Trained SAS Facilitator.

## Duties & Responsibilities

Reporting to the Chief Executive Officer and working as part of the SST team, the Implementation Consultant will have regular responsibilities as well as extension duties as required. The duties of the role include:

- Provide individual or group consultation (clinical support) to program facilitators to assist them to in their understanding and use of the program materials in clinical, educational, and community settings.
- Together with SST team (in particular the Senior Consultant and CEO), develop and implement business development initiatives that lead to positive program engagement and sustainable social enterprise.



- Support communications/marketing activities that lead to positive program engagement.
- Actively contribute to SAS Provider (service team) engagement through developing relationships, providing clinical/software support, sensitively gather feedback, and connecting people with resources to enhance the global implementation of SAS.
- Collaborate on the presentation of information sessions or interactive workshops to assist professionals or community members to understand or use programs.
- Assist with customer enquiry, clinical support and service implementation support.
- Assist in development and maintenance of product and promotional materials.
- Assist in research and writing activities for grant applications and project activities.
- Maintain positive leadership and morale around the community use of SST programs, ensuring network and potential network members are equipped with the tools and understanding to make meaningful change in people's lives.

## General and Occasional Duties as Required

- Maintain and manage business filing including:
  - Appropriate and secure storage of personal or sensitive data
- Support customer feedback processes to inform development and engagement strategy in collaboration with user experience and clinical team input.
- Attend and contribute to SST team meetings, activities and projects.
- Conduct individual administration tasks.
- Join the SST team in shared administration and office management tasks.
- Other duties as requested from time to time.

## Application Process

Please complete the following 4 steps and submit an application as soon as possible, and no later than 16<sup>th</sup> December 2024.

We welcome a multi-media approach, for example a video recording, however traditional typed documents are completely acceptable.

1. Prepare your [CV](#).
2. Please provide the name and contact details of [two professional referees](#).
3. Provide answers to these [two questions](#):
  - **Why** are you interested in this position?
  - What do you see as your top three **personal attributes** that make you suitable for this role?

**If you would like to discuss the role more before committing to work sample tasks below, please contact Emily or Kathleen to arrange a time to chat.**

4. Complete the [work sample tasks \(A-E\)](#):
  - a. To assist you with your work sample and as part of a product familiarity process, please complete the SAS Assistant Short Course following the below instructions. Depending on your desired pace, it is **usually a 2- to 3-hour process** that can be stopped and recommenced over time if you don't wish to do it all at once.



- b. Pretend you are in the Implementation Consultant role and answer the following questions (please make your own file/doc/video presentation to submit responses). We understand that you may not have any background in understanding SAS or our usual business practices; please try your best to demonstrate your skills.

### Instructions for Accessing the SAS Assistant Short Course

- ☑ Please contact [emily@sst-institute.net](mailto:emily@sst-institute.net) to request a unique coupon for complimentary enrolment in the Assistant Short Course for the purpose of your application.
- ☑ Go to our web shop and enrol in the [SAS Assistant Short Course](#)
- ☑ During the checkout process, enter your unique coupon code (when prompted to waive the course fee).
- ☑ Review the SAS Assistant Short Course confirmation email and follow the emailed link to <https://secretagentsociety.net/>
- ☑ Use the "Facilitator/Trainee button" to access the Dashboard.
- ☑ Go to the "My Training" menu item & "Begin" your SAS Assistant Short Course.
- ☑ Complete the 2- to 3-hour short course (including the built-in evaluation survey) to obtain your SAS Assistant Short Course certificate. The course is self-paced and can be stopped and recommenced over time.

*For context, this is a self-paced foundation short course for any adult planning to support an SAS Facilitator in their SAS Small Group Program delivery. The course is usually completed by teacher aids, allied health placement students, assisting volunteers, or fully trained educators/psychologists/speech therapist who are colleagues of fully trained SAS Facilitators.*

- A. From the experience you had enrolling in and completing the SAS Assistant Short Course, what is one idea you have for each of the following:
  - a. How could SST use this course to assist with sales or support processes to increase the successful uptake of SAS Small Group by schools and clinical services?
  - b. What do you think could be two common questions asked by clinicians and educators either during or after completing this course?



- B. You receive a phone call from an Occupational Therapist asking about SAS. They say:

*“My manager has asked me to propose a program we can implement with neurodivergent children who are experiencing high anxiety. We only offer neurodivergent-affirming services at our clinic. I’m investigating SAS as a clear evidence-based program, but I’m not sure if it fits with our neurodivergent-affirming practices and I need some help please.”*

How could you approach this situation over the phone and after the phone call? As part of your answer, please include a brief script for your response while on the phone (or record yourself talking to the ‘person’).

- C. How do you prefer to track and organise your work tasks and projects that contain multiple components, action tasks and deadlines? Does your answer change when your tasks or projects are involving multiple team members? Please include examples of how you have used your preferred methods/tools in the past.

- D. You receive a support request email with the following content:

*Name: Minnie Mouse*

*Email: minnie@mouseville.com*

*Phone: 0400446374*

*Issue: Our clinic started SAS at the beginning of this term and we have had our service disrupted by staff turnover just before the school holidays. Our main SAS Facilitator has left the clinic. Unfortunately, we only have one intern Psychologist SAS Facilitator and an SAS Assistant and our group of 6 Cadets is up to Module 4. Please help. Can we continue to run the program? If we can, am I able to arrange some support for our SAS team because the experienced clinician who left was leading the group and supporting the development of the intern while co-facilitating the group program?*

It is recommended that you review the [SAS Software Navigation](#) modules [*Unit 3: 1 of 7 and Unit 4: 4 of 12*] under “My Training” in your new Facilitator Dashboard and/or page 18-19 (PDF page 10) of the [SAS Implementation Guide](#).

Given what you understand so far about the SAS Small Group Program roles and software:

1. Write an example email response to the enquiry answering the questions while also encouraging the service to continue with their SAS Small Group?
2. Briefly outline some ideas on how you might approach clinical support for the Intern (e.g. what considerations are there for your role and responsibilities, what topics might be useful, any other ideas you have)



- E. Review the following conference presentation abstract. Convert the content into a 100 words for an advertisement or social media post aimed at new clinicians considering offering the SAS Small Group Program to their clients.

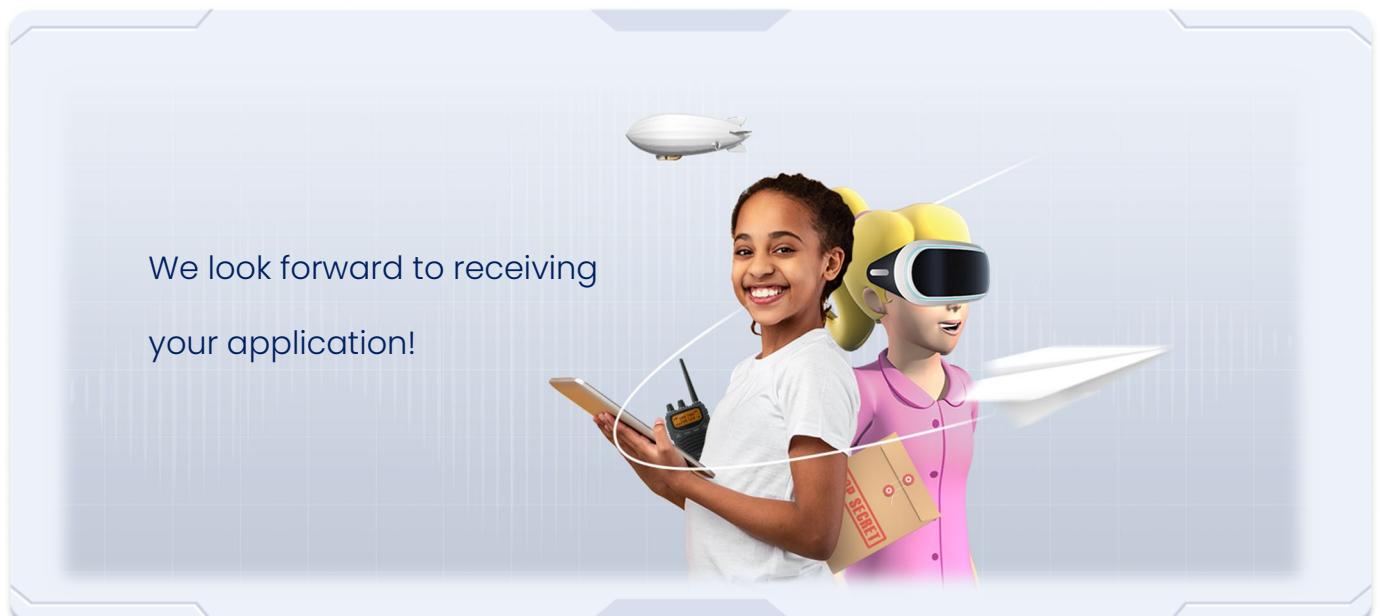
**Title of presentation:** Captivating Cadets with the Creative Use of a Standardized Curriculum

**Abstract:**

In the midst of the COVID-19 pandemic, clinical interventions, including social-emotional learning, for Autistic children were delivered online. Clinicians faced the challenge of capturing the attention of children with ASD on the other side of a computer screen. The purpose of the current presentation is to discuss how clinicians enhanced the social acceptability of a standardized intervention procedure (i.e., Secret Agent Society [SAS] Small Group Program) on a virtual platform while ensuring a high level of treatment integrity. The SAS Small Group Program consists of a standardized curriculum delivered in small group child sessions (club meetings), parent group meetings, teacher information sessions and Teacher Tip Sheets, paired with real-life practice missions and a system to monitor and reward skills development at home and school. During service delivery through telehealth, considerations were made based on the profiles and perspectives of different learners to maximize learning engagement. The authors created an immersive experience for the cadets by implementing dynamic animations and audiovisuals from PowerPoint and embedded additional interactive online games and activities, while staying committed to the espionage theme through all sessions and materials. Across all three virtual groups delivered, attendance rates were high and participants were motivated to attend. Additionally, cadets and parents provided testimonials and positive feedback to their experiences.

**Submit your completed application:**

Please submit your responses to [melissa@sst-institute.net](mailto:melissa@sst-institute.net) as soon as possible and by **Monday 16<sup>th</sup> December 2024**.



We look forward to receiving  
your application!