

Wanting a career change to a meaningful  
job that matches your values?

**#JOINTEAMABACUS**



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# INTRODUCTION

Abacus delivers outcomes for autistic children on the Mornington Peninsula. Many of our passionate team say it's the best job they've ever had.

We'd love to hear from you if you:

- Are a continuous learner who wants to help children reach their goals
- Have high energy and a sense of fun
- Can commit to two or more days per week

We offer extensive training for all our ABA therapists. You will feel supported and challenged at the same time. No day is ever the same, but you'll always leave smiling.

There's ABA therapy and then there's ABACus, where therapy is led by the child and life changing skills are learnt.

## OUR MISSION



Helping autistic children connect, communicate and learn.

## OUR VISION



Striving to provide autistic children and their families with the highest quality autism services through tailored programs, community partnerships and research.

# OUR VALUES

## CREATIVE



turning new and  
imaginative  
ideas into reality

- Always exploring what's possible
- Looking to continuously improve
- Passionate and reflective

## CONNECTED



everyone  
belongs

- Caring, kind, respectful and collaborative
- Understand that together we make a difference
- Connecting to place, space and people

## PLAYFUL



play with  
purpose

- Finding things to celebrate about others
- Enjoying your work and play
- Showing positive energy and a can do attitude

## THRIVING



feeling good and  
functioning well

- Always learning
- Seeing people's strengths and appreciating difference
- Focussed on wellbeing

# ABOUT ABACUS

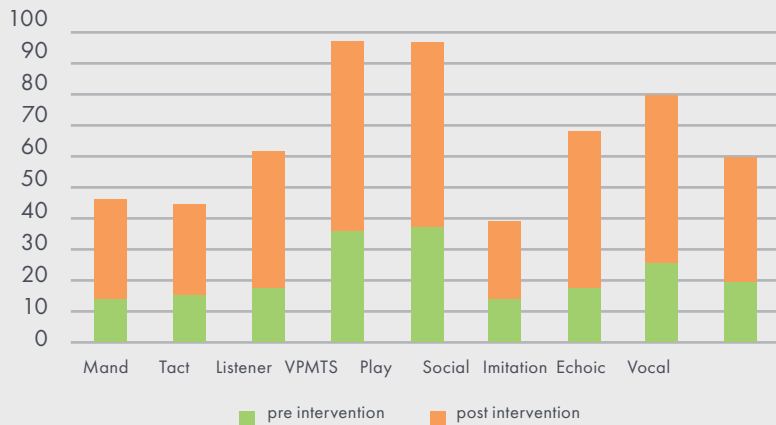
A small group of parents and supporters shared an inspired dream to provide centre-based Early Intensive Behaviour Intervention (EIBI) for autistic children and their families.

The benefits of providing crucial therapy at a young age are based on extensive clinical experience and research.

Since its inception, Abacus has helped over 700 families improve their child's ability to more effectively learn in social and educational settings.

## STUDENT SKILL ACQUISITION

Criteria based assessment tool VB MAPP (Verbal Behaviour Milestones Assessment and Placement Program)



**OVER 90%**  
OF STUDENTS  
TRANSITION TO  
MAINSTREAM  
SCHOOL

## 2008

Founding year

Centre-based ABA services commence in Mornington

## 2011

Abacus moves to Victoria Street, Hastings

The Hon. Greg Hunt MP undertakes a 500km Walk for Autism to raise funds for Abacus

Inaugural Abacus family participation in the Run Melbourne fundraiser

## 2012

Name change from Mornington Peninsula Autism School Ltd to Abacus Learning Centre Ltd



## 2013

Inaugural 'Achieving with Autism'  
Gala Dinner fundraiser

## 2014

In-school ABA program commences

## 2015

The Hon. Greg Hunt MP second  
500km Walk for Autism helping  
raise funds for Abacus

## 2016

Abacus moves to High Street  
site at Western Port Secondary  
College

Awarded CareNavigator NDIS  
Provider of the Year

Introduction of Educator Workshops

## 2017

Awarded CareNavigator  
Victorian NDIS Provider of  
the Year

Count on Abacus Tutoring  
Support program commences



## 2019

The Hon. Greg Hunt MP announces the  
Australian Government commitment  
of \$1.2 million to help construct a  
purpose-built facility

NDIS registered for Therapeutic  
Supports

Collaboration with the Turner Institute  
for Brain and Mental Health to secure  
\$2.5 million in funding for Autism research

Victorian Government supports long-term  
lease for Abacus at Western Port Secondary  
College

## 2018

10 Year Anniversary

Partnered Design Studio with RMIT University

Lifetime Patron Award presented to the  
Hon. Greg Hunt MP at third 500km  
Walk for Autism

Abacus clients begin to receive  
NDIS Funding

## 2020

NDIS Quality and Safeguarding Audit  
(Stage 1 & 2) completed

Staff registered for Board Certificate  
Behaviour Analyst (BCBA)  
Certification

## 2021

NDIS registered for Early  
Childhood Supports

Finalisation of development plans for  
a purpose-built centre

## 2022

Purpose-built centre construction completed

New branding unveiled at seventh  
'Achieving with Autism' Gala Dinner

## 2023

Over 70 students enrolled in our service



# 2024 & BEYOND

Abacus is the epitome of a grass roots organisation that was built for the people, by the people.

As a for-purpose organisation we appreciate everyone who has, and continues to, donate both time and funds to our organisation. Abacus certainly wouldn't be where it is today, without their belief and contribution to the wellbeing of young autistic people.

Our key objectives of our 2024-2026 Strategic Plan are to:

- Offer our life-changing services and expertise in community settings
- Seek avenues to financial and organisational sustainability
- Increase our stakeholder engagement and community awareness

## Our Community

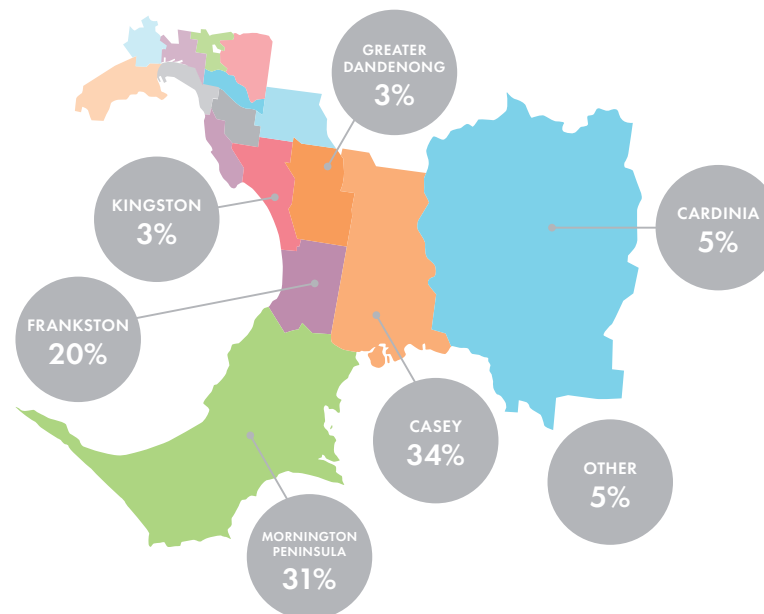
Abacus Learning Centre is located 75km south of Melbourne CBD, in Hastings on the Mornington Peninsula, known for its village atmosphere, bay beaches, wineries restaurants and fresh farm-gate produce.

Families come from a range of socio-economic and cultural backgrounds. All services and supports are provided in a flexible manner to ensure all cultural considerations, including ethnicity and language, are incorporated into planning and programming.

As a registered charity, the centre relies on the efforts of staff, families, friends and supporters in raising funds and securing donations. Businesses also contribute significant in-kind support, this ongoing kindness is invaluable and contributes to the sense of community that has developed at Abacus.

### STUDENT ENROLMENTS BY LOCALITY

Source: Abacus Enrolment Data, April 2022







## Discover our new purpose-built centre...

This is no ordinary building. Abacus worked with students at RMIT University to help create an environment where both staff and students could thrive.

Design considerations included managing sensory inputs from lights and sounds, ensuring easy circulation so people can move between activities as seamlessly as possible and organising spaces into 'high stimulus' and 'low stimulus' areas.

All of our centres feature individual therapy rooms, sensory play areas, gross motor playrooms, private meeting rooms plus all the amenities for a working education centre.

As an organisation we will continue to provide an important insight into addressing interior design and learning environments from a non neuro-typical position.

We are hopeful with community, government and philanthropic support to continue expanding our facilities into surrounding areas in the future.



# KEY TO OUR SUCCESS

We know it is important to develop a team culture that is focussed on continual improvement, remains respectful of individual differences, and values the contribution of all Team Members.

Staff understand and value the rights of people with a disability and aim to provide families with the opportunity to exercise choice.

We engage with staff and our community to ensure everyone is aware of the initiatives and progress we are making.

As Abacus Learning Centre continues to grow and establish new services, we fully understand the importance of every Team Member to the success of the business in meeting the needs of our clients and achieving our Mission and Vision.

## Our Staff

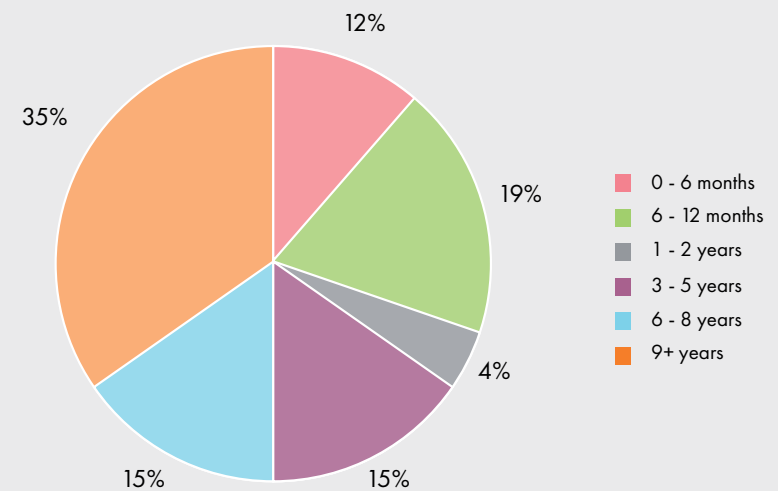
Delivered by inspirational and dedicated staff, Abacus programs consistently deliver best practice therapy services to its clients, making a profound impact on the lives of children with autism, their families and the wider community.

People are at the heart of what we do, and we are committed to supporting and celebrating our talented and compassionate Team Members.

A recent organisational review found that our staff love coming to work, feel valued, empowered, and continue to feel a part of something special.

### LENGTH OF EMPLOYMENT

Source: Abacus Employee Feedback Survey, May 2021



## What our Team Members say...



"The kids laughter and energy when we learn and play together is so much fun" *Shanae*

### Playful



"I enjoy seeing the kids from where they start through to thriving in school" *Daniel*

### Thriving



"Everyone is so welcoming at Abacus, you can be yourself and work to your strengths" *Sarah*

### Connected



"I have learnt so much since joining the Abacus team. The training, coaching and creative approach makes it a vibrant place to work" *Liz*

### Creative



## No Experience Needed

The collaborative Abacus team provide full on-the-job training and ongoing professional development.



## Flexible Working Arrangements

Abacus recognises the benefits of providing flexible working arrangements that will assist employees with balancing the demands of work with their family and/or personal responsibilities.

Full-time or part-time positions are available.



## Ongoing Professional Development

Abacus encourages personal and career growth for all team members by offering different pathways of professional development during their employment.



## Salary Packaging

As a registered charity, Abacus employees can receive a range of salary packaging products through CBB (Community Business Bureau).

Full-time, part-time and casual employees are all eligible for salary packaging.

# BECOMING AN ABACUS THERAPIST

Our therapists deliver individual ABA therapy programs developed and monitored by the senior Clinical Team.

Each Therapist works directly with students in one-to-one sessions and play breaks, documenting and recording the student's programs and providing necessary feedback.



## Key Responsibilities

- Conduct one-on-one ABA therapy session at Abacus Learning Centre or in a client's home or education setting
- Follow Abacus Learning Centre's specific ABA techniques and methodology
- Maintain and develop a positive approach to learning and behaviour change
- Ensure adequate data collection on student's programs and targets during therapy sessions
- Take comprehensive behavioural data
- Conduct ABA therapy during a student's Clinical meeting, answering questions and following directions from the Program Supervisor and or Clinical Director
- Be actively involved in ongoing professional and clinical learning and training
- Attend whole Staff meetings
- Attend lunch and learn, lunch and crunch, and Training Express as scheduled
- Make positive changes in response to clinical and professional feedback via ongoing training, clipboard reviews, and Professional Reviews
- Support a culture of teamwork and positivity
- Communicate regularly with senior clinicians to ensure quality and clarity of ABA programs and an excellent service to our Clients
- Other duties as reasonably directed



## Experience / Skills

- Excellent written and verbal communication skills
- Experience working with children - desirable but not essential
- Experience working with people with a disability - desirable but not essential
- Ability to work effectively and efficiently in a team setting
- Demonstrated ability to follow direction and adapt to training and feedback



## Professional Conduct

All employees of Abacus Learning Centre are expected to:

- Maintain and demonstrate a professional approach to work which reflects the Abacus Learning Centre policies and procedures and ensures confidentiality;
- Maintain current professional knowledge and awareness of contemporary practice to inform quality service delivery;
- Actively participate in performance appraisal process;
- Actively support the organisation's mission, vision and values and positively represent the organisation to external contacts at all opportunities;
- Ensure a safe and healthy work environment at all times;
- Ensure the service's duty of care to children and their families is strictly maintained.



## Conditions of Employment

All candidates must be eligible to work in Australia. In accordance with the Victorian Safety Screening Policy for registered NDIS providers, Abacus Learning Centre requires all prospective employees to hold an NDIS Worker Screening Check and Working with Children Check.

Successful candidates will be provided with information on applying for these checks.

## HOW TO APPLY

To apply, send us a copy of your resume to [admin@abacuslearning.org.au](mailto:admin@abacuslearning.org.au).

Feel free to add a short video (maximum two minutes) explaining why you'd like to join the Abacus team

Abacus appreciates the time and effort taken to apply for a position with us. We assure candidates that all recruitment processes are fair, efficient and transparent and we are committed to equal opportunity and diversity in the workplace.

All information received will be handled in accordance with the Privacy Act 1988.



### Abacus Website

The Abacus Learning Centre website contains further information on Abacus services, programs and activities.

<https://www.abacuslearning.org.au>



### NDIS Worker Screening Check

Detailed information about the NDIS Worker Screening Check including when it occurs and what is required of the applicant as part of the process can be viewed on the NDIS Quality and Safeguards Commission and Victorian Government websites.

<https://www.ndiscommission.gov.au/workers/worker-screening-workers>

<https://www.vic.gov.au/ndis-worker-screening-check>





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Registered NDIS Provider