



Autism Ontario is a not-for-profit charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorder (ASD). Autism Ontario has Chapters serving almost every corner of the province. Each Chapter is run by dedicated volunteers and local Chapter Leadership Councils. These volunteers organize and support parent to parent contact, provide official SEAC representation for ASD to boards of education, camps and public awareness forums. We pride ourselves on our mission to ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society. We are constantly evolving in order to improve the lives of the people we support.

**Job Title:** Adult Facilitator – Adult Social Group Programs

**Location:** Autism Ontario – Peterborough Chapter (159 King St, Peterborough, ON K9J 2R8)

**Hours of Work:** Approximately 8-10 hours per month

**Hourly Rate:** \$15 - \$18

**Position:** Casual

**Job Summary:** Autism Ontario is seeking a creative, flexible and highly motivated self-starter to join our Autism Ontario Peterborough Chapter as a Facilitator of our Adult Social Group. Our Adult Social Group is comprised of independent adults on the autism spectrum (18+), or adults on the spectrum who are supported by their caregiver(s), and exists to support adults in the community by providing opportunities and access to chosen activities, events or programs that address gaps in community participation or opportunities for autistic adults. Monthly events take place in and around Peterborough, Northumberland, Newcastle, Haliburton and City of Kawartha Lakes, and the role of the Facilitator of the Peterborough Chapter Adult Social Group Facilitator would be as follows:

**Responsibilities:**

- Actively recruit new community members to join the Adult Social Group, including youth on the autism spectrum transitioning to adulthood (18) by working with the Peterborough Chapter Leadership Committee;
- Conduct new participant intake meetings to determine what accommodations participants may require to successfully access social group activities on a case by case basis
- Facilitate Adult Social Group meetings once per month, co-create agenda items, take meeting minutes and circulate among members
- Facilitate Adult Social Group events in the community approximately once per month.

- Provide functions related to community events coordination for social group activities (budget, venue rental, advertising, registration, evaluation, reporting, feedback)
- Attend Peterborough CLC meetings as determined necessary by the CLC
- Maintain Adult Social Group participant registration logs and records of incident reporting
- Prepare program reports and budget
- Collectively establish group rules and safety plans for each participant
- Adhere to Autism Ontario policies and procedures
- Work with and receive direction from the CLC in order to successfully manage and grow the Chapter and its membership
- Organize and maintain resources and supports available to clients, the community and local agencies and organizations
- Work closely with other regional Autism Ontario staff (Family Support Coordinators, Community Event Coordinators) and with staff at our Provincial Office

### **Qualifications:**

- Bachelor's Degree in Human Services or related field preferred.
- Minimum of two years' experience required
- Facilitation of adult groups/social group work and working with adults on the autism spectrum or with developmental disabilities.
- Demonstrated knowledge/understanding of experiences and needs of autistic adults
- Minimum two-year supervisory role (i.e., team leader, volunteer coordinator).
- Excellent communication skills including working within diverse racial and cultural groups.
- Excellent organizational skills.
- Must have access to own vehicle and valid Ontario driver's license.
- Requires flexible schedule, some evenings and weekends

Interested candidates should submit a resume and cover letter by email no later than September 30th, 2018, to the attention of Human Resources - [hr@autismontario.com](mailto:hr@autismontario.com). In your cover letter, please highlight your relevant experience and salary expectations. Please quote "Peterborough Adult Facilitator" in your subject line of your email and application. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.