



COMMUNITY CONSULTANT – NIAGARA REGION CHAPTER REQUEST FOR PROPOSAL

BACKGROUND INFORMATION:

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.

Autism Ontario – Niagara Region Chapter is one of 24 Chapters across the province. For more information on Autism Ontario please go to: www.autismontario.com.

GOVERNANCE STRUCTURE:

Chapter activities are overseen by a group of elected volunteers called a Chapter Leadership Council. These individuals are elected on an annual basis by the members of the Chapter. The Chapter Leadership Council is accountable to Autism Ontario's Executive Director via the Community Resource Manager.

POSITION TITLE: Community Consultant

REPORTS TO: Niagara Region Chapter Manager, the Chapter Leadership Council, the Program Manager, Program Assistant and relevant Chapter staff and Provincial Office Community Resource Manager.

LOCATION: Autism Ontario – Niagara Region Chapter Office
36 Page Street, Suite 401, St. Catharines, ON L2R 4A7

MAIN TASKS: The Community Consultant will work with the Niagara Region Chapter Manager, the Chapter Leadership Council, the Program Manager, Program Assistant and relevant Chapter staff to achieve the desired results. The consultant will be responsible to engage with government, community organizations, family and other key stakeholders in the community.

SERVICE REQUIREMENTS:

A community consultant is required to lead Autism Ontario – Niagara Region Chapter in a community (and all level) stakeholder and service provider facilitation process. This community consultation process will engage, investigate, evaluate, compile and report on all stakeholders' involvement and engagement in autism related work, particularly as it relates to support for adults in the Niagara Region. The long-term outcome will be one of a coordinated and comprehensive systems plan for programs and supportive services for adults affected by ASD.

The process will ensure a complete needs assessment is conducted based on the information gathered from these stakeholders. The report will identify the needs of adults, the gaps in services provided in the Niagara Region, offer critical feedback from stakeholders and provide a foundation for moving through the three year strategic plan to develop a collaborative and strategic system of supports for adults affected by autism in the Niagara Region. In addition, the community consultant will support the development of a strategic committee to ensure long-term engagement in the support for adults with ASD.

BIDDER PREREQUISITES FOR THE PROGRAM IDENTIFIED ABOVE:

- Sensitivity to and/or understanding of the needs and experiences of parents of children and/or adults with Autism Spectrum Disorder
- Experience working with community, social and health related organizations, particularly as it relates to community facilitation, research and reporting
- 2 to 3 professional references, supporting the required skill set
- Provide a current police check for working with vulnerable individuals
- Excellent written, verbal, presentation and internet communication skills with groups and individuals
- A valid Ontario Driver's License and access to a vehicle
- Solid computer skills, including MS Office applications and Google online

TIMING AND KEY DATES:

The timetable for this Request for Proposals process is as follows:

1. Request released to Bidders: January 6, 2012
2. Proposals to be received by: January 27, 2012
3. Short-listed bidder presentations, if required: February 8, 2012
4. Notification to successful Bidder: week of February 16, 2012
5. Effective date: February 27, 2012

PROPOSAL SUBMISSION INFORMATION:

Proposals will be received by Autism Ontario up to Friday, January 27, 2012 at 4:00 p.m. Proposals should be delivered to the following:

Katherina Symes, Community Resource Manager
Autism Ontario

RE: Response to RFP – Community Consultant Niagara Region Chapter
1179A King St W, Suite 004
Toronto, ON M6K 3C5

Or e-mail: katherina@autismontario.com

CONTACT:

Katherina Symes, Community Resource Manager

Telephone: 416-246-9592 x226

Email: katherina@autismontario.com

Should any item in this Request for Proposals be unclear, please contact Katherina Symes for further clarification.

PROVIDER CONTACT:

Each proposal should include the name, title, e-mail address and telephone number of one individual who may be contacted in the event further clarification of the Proposal is required.