



Autism Ontario is a 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: Director of the Ontario Autism Program (OAP) Provider List

Location: Autism Ontario Provincial Office (1179 King St. West, Toronto)

Hours of Work: 37.5 hours (1.0 FTE)

Annual Salary: \$80,000 - \$90,000

Duration: Approximately 2 ½ Year Contract (possibility of renewal)

Job Summary:

Working closely with Autism Ontario staff and the OAP Provider List Advisory Panel, the Director of the OAP Provider List will be responsible for the development and maintenance of the OAP Provider List, an online, publicly accessible database of professionals who are qualified to clinically supervise behavioural services to Ontario children with autism spectrum disorder (ASD). The successful candidate will also be responsible for collaborating on communications and materials development related to the program and outreach to caregivers and professionals.

Key Responsibilities:

1. Working in an integrated fashion to achieve Autism Ontario's Mission, Vision and strategic directions. This could entail, but is not limited to, connections with provincial staff, volunteers, Board members and community partners.
2. Create time-sensitive and relevant internal and external reports regarding Autism Ontario program deliverables.

3. Offer public written or oral presentations regarding the program's status and outcomes
4. Respond to media requests as appropriate
5. Provide leadership in supporting and delivering the following items:
 - Approval Process: Develop and communicate clearly the OAP qualification requirements that service providers (organizations and individuals) must meet in order to be to register on the OAP Provider List.
 - Renewal Process: Develop and communicate clearly the process for reviewing and renewing approved members every two years, ensuring that they are still in compliance with OAP qualification requirements.
 - Complaints Information, Referral, and Monitoring: Support families who wish to make a complaint about an OAP Provider List member by:
 - a) Providing neutral information about where to lodge complaints; and
 - b) Directly referring complaints to a third party, such as the Behavior Analyst Certification Board or the College of Psychologists of Ontario.
 - c) Monitoring third-party complaint investigations about approved OAP Provider List members and remove or suspend members, depending on complaint outcomes.
 - Appeals Process: Render decisions on appeals from professionals who were refused membership or were suspended or removed from the OAP Provider List.

Qualifications:

- Master's Degree from an accredited university with a focus on Clinical Psychology, Applied Behaviour Analysis or a related field
- In-depth knowledge of the field of Applied Behaviour Analysis, Psychology, related professional qualifications and standards as related to an Ontario and Canadian context
- At least 5 years of progressive management experience, preferably in a government, not-for-profit, or charitable setting

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- Demonstrated leadership, management, analytical and problem-solving skills
- Ability to analyze complex situations and make sound, appropriate recommendations or decisions
- Strong, diplomatic and effective communication skills with a proactive approach and ability to mitigate potentially problematic situations
- Able to supervise and manage staff and committees related to the position
- Demonstrated judgment, diplomacy, and adherence to confidentiality
- Strong interpersonal intelligence and ability to work collaboratively within a dynamic, multi-faceted team environment
- Strong working knowledge of databases
- Strong working knowledge of MS Office Suite programs
- Excellent written and verbal communication skills
- Knowledge of the not-for-profit, social services sector an asset, as is knowledge of not-for-profit board governance
- Commitment to the mission and vision of Autism Ontario
- Proficiency in French language/additional language skills highly desired
- Must be able to work flexible week-day hours, some evenings and weekends
- Ability to travel around the region and the province on occasion; a valid driver's license and access to a vehicle is required

Interested candidates should submit a resume and cover letter to

autismontario@barnesmanagementgroup.com no later than **Friday, August 23rd, 2019 at 5:00 p.m.** Please quote **Director of the OAP Provider List Position** in your subject line of your email and application. We thank everyone for their interest in this position; however only those candidates invited to an interview 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.

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