



Autism Ontario is a not-for-profit charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorders (ASD). Autism Ontario has Chapters serving almost every corner of the province. Chapters are run by dedicated staff, volunteers and local Chapter Leadership Councils (CLC). These Autism Ontario representatives organize and support parent-to-parent contact, provide official SEAC representation of ASD to boards of education, and provide 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 DESCRIPTION**

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| <b>TITLE:</b>        | Adult Autism Spectrum Disorders (ASD) Support Coordinator  |
| <b>REPORTS TO:</b>   | Autism Ontario Niagara Chapter Manager, Community Resources Manager (Provincial Office), Niagara Chapter Leadership Council  |
| <b>JOB SUMMARY:</b>  | Build a support network for Adults with ASD  |
| <b>HRS. OF WORK:</b> | 7.5 hours per week including evening and weekend hours as required   |
| <b>SALARY:</b>       | \$20.00 per hour   |
| <b>LOCATION:</b>     | Autism Ontario Niagara Chapter office located at<br>36 Page Street, Unit 401, St. Catharines, ON L2R 4A7<br>And<br>Christ Community Church<br>24 Division St, Welland, ON L3B<br>And<br>Other in community locations |

## **MAIN TASKS:**

To work towards the goal of Autism Ontario - Niagara Region Chapter to provide high-quality support and information to adults with ASD, families/caregivers and support networks including professionals, schools and community organizations. The Adult Support Coordinator will oversee the adult programs offered through the chapter and provide information to adults and families.

## **Key Areas of Responsibility:**

- Assist adults and families with the planning for, identification of support services
- Plan, manage, promote and attend Chapter Adult programs - Adults with ASD Social Club and Tech Club
- Develop relationships and partnerships with service providers throughout the Niagara Region to support adults with ASD in achieving personal goals for living independently, employment or community participation, recreation and leisure, and housing

## **I. Program Development:**

- Develop and design programs to meet the needs of a variety of adults with high functioning ASD; focus on improving support services for adults with ASD in the Niagara Region in priority areas as determined by the most recent needs assessments and community profiles

## **I. Program Management**

- Provide leadership to volunteers that assist in delivering programs
- Prepare and purchase materials within a defined budget
- Secure appropriate locations for programs, outings, etc.
- Assist with the promotion of programs in partnership with Chapter staff
- Maintain database operations as they pertain to programs (i.e. recording participants, program payments, etc.)
- Manage the program records, documents and data files
- Assist in supporting fundraising efforts for programs in partnership with the Chapter Manager and Chapter staff
- Strive to ensure a high level of quality in programs and services
- Follow all organizational policies and procedures as they apply to the position
- Assist Support Groups as required

## **2. Advocacy and Support Service Planning and Coordination**

- Respond to inquiries and provide information, support or referrals
- Educate families to other community services and programs
- Identify service gaps for adults with ASD and collaborate with community agencies to develop a response and/or solution

## **3. Training and Education Facilitation**

- Plan, execute and evaluate workshops, information fairs, presentations and events for adults with ASD, transitioning youth and parents of adults with ASD on urgent topics and areas of skill development
- Promote and support adults with ASD to participate in community educational and social learning opportunities that support skill development relating to independence, employment or community participation
- Ensure information pertaining to adult programs and supports is accessible and easily understood in all formats but especially on the chapter's social media platforms

## **COMPETENCIES:**

- Genuine respect and interest for people on the Autism spectrum and their families
- Demonstrated ability to research, understand, analyze and synthesize a wide range of ASD information into well communicated oral and written materials for diverse audiences' information and learning needs
- Ability to communicate general (advice/information) and detailed support to adults with ASD
- Demonstrated ability to work with and train adults with disabilities, in particular ASD
- Success in building strong community relationships and productive partnerships
- A pleasant and flexible manner; strong time managements skills in response to deadlines
- Excellent interpersonal skills
- Excellent group facilitation and curriculum development skills
- Strong planning skills and coordination of varied projects – both independently and within a variety of team contexts
- Strong written and verbal communication skills (French is considered an asset)
- Demonstrated effectiveness working within the voluntary/non-profit sector

- Ability and means to travel for meetings
- Flexibility for evening and weekend work is required

**QUALIFICATIONS:**

- A bachelor's degree in a related field (behavior sciences, adult education, developmental disabilities, and/or human services) or 5+ years of relevant experience with at least 2 years experience in adult programming or education
- Extensive experience (in a clinical or educational setting) with ASD, families and disability issues in Ontario
- Previous experience in the not-for-profit sector
- Bilingualism in an asset
- Highly developed computer skills including e-mail usage, internet and website research, social media, website development and graphic design programs
- Experience working with volunteers and staff in a wide range of abilities, communication styles and interests, within a charitable organization or not-for-profit setting
- CPI, First Aid and CPR are considered an asset

**LOCATION OF WORK:**

The primary location of work for this position is the Autism Ontario - Niagara Region Chapter office and at Christ Community Church in Welland. Travel will be required as necessary from time to time. A valid driver's license is required.

**MAJOR INTERNAL CONTACTS:**

Executive Director, Director of Family Supports & Programs, Director of Finance, Community Resources Manager, Niagara Region Chapter Manager, Communications and Volunteer Coordinator, Provincial Office Staff, Chapter Leadership Council, Chapter Members and Chapter Staff.

**MAJOR EXTERNAL CONTACTS:**

Parents, local service providers, local professionals in the field of ASD and Developmental Disabilities, the general public, volunteers, donors, sponsors, event participants, media, municipal, provincial and federal government officials.

Interested candidates should submit a cover letter and resume to [chaptermgr.niagara@autismontario.com](mailto:chaptermgr.niagara@autismontario.com) no later than August 21st, 2019. We thank everyone for their interest in this position, however, only those candidates invited to interview with us will be contacted.