

## PROGRAM FACILITATOR

### Position Overview:

**Title:** Program Facilitator – EmploymentWorks-Valley

**Reports to (title):** Program Coordinator and Employment Supports Coordinator

**Travel (frequency):** Local – Frequent/Other – Occasional

**Evening & weekend work (frequency):** All sessions in the evenings

### PROGRAM SUMMARY:

EmploymentWorks is a pre-employment program that supports and advances young adults ages 18-29 with ASD, who are out of high school, toward sustained employment. It is a peer supported program that uses adult learning principals such as reflective practice, life-long learning, skills acquisition, community engagement and integration to focus on developing the “essential skills” of participants in a group-setting and via workplace experiences in the community.

### EDUCATION & EXPERIENCE:

- Bachelor’s degree in education, psychology, special education, sociology, or related field
- 1 – 3 years (experience working with individuals with ASD and/or with adolescents and adults is preferred)
- Experience with adolescents and adults is preferred and/or employment counselling and/or employment development is preferred
- Current CPR and First Aid Certification

### SKILLS:

- Able to develop exceptional skills with teens and adults with ASD
- Able to demonstrate understanding of principles of adult learning and job coaching related to vocational development
- Able to acquire understanding of applied behavior analysis (ABA), functional behavioral assessment (FBA), pivotal response training (PRT), picture exchange communication system (PECS), and positive behavior support (PBS)
- Able to work with partners, participants, families, and peers
- Able to learn to collect data for purposes of program evaluation and program management
- Able to adapt treatment goals and implement effective programs for young adults with ASD
- Able to implement interventions in natural settings and environments, such as the community
- Excellent oral and written communication skills
- Clear criminal record check
- Effective emergency management
- Ability to work independently and work collaboratively with a multi-disciplinary team
- Proficient in Microsoft Office products

## **ESSENTIAL & OTHER RELATED JOB DUTIES:**

- Provide clinical support to participants in the EmploymentWorks program
- Collect data, conduct some assessments, and support the Program Supervisor and Program Coordinator with tasks that support the implementation of the program
- Support the Program Coordinator in the development of social skills activities and prepare any materials that may be required
- Assist with preparation, planning, and implementation of the program to enhance participants' employability skills
- Support recruitment and interactions with community partners or relevant staff to manage programs and build community capacity (i.e. provide workshops, specific resources, etc.)
- Collaborate with the Program Coordinator to ensure program meeting national objectives and targets
- Monitor and track participants' progress

### **To apply:**

Submit your resume through the appropriate job posting on [indeed.ca](https://www.indeed.ca)

or

email Human Resources, Subject Line "Employment Works: Valley Facilitator" to  
[Glenna.Paynter-Parsons@autismns.ca](mailto:Glenna.Paynter-Parsons@autismns.ca)