



APPENDIX "A"

AUTISM NOVA SCOTIA – POSITION DESCRIPTION: Employment Support Specialist

DEPARTMENT: Employment
POSITION: Full-Time (as needed; may include evenings and weekends)
DIRECT REPORT: Program Supervisor

Job Description – Employment Support Specialist

The Employment Support Specialist position will be involved in working directly with youth and young adults with autism in a work placement setting. The Employment Support Specialist helps transition the youth into their work placements and assists them in setting up the structure they require to succeed in the positions. This job involves maintaining contact with employers, participants, and family as well as maintaining up to date records of progress on the job site. The Employment Coach works directly with the Autism Works employment team in maintaining best practices and ensuring quality programming.

This position reports directly to the Program Supervisor.

Duties and Responsibilities:

- Direct and oversee the work placements of participants in various employment programs at Autism Nova Scotia, which includes implementation of the program objectives, strategies and activities.
- Manage and coordinate participants in the program in their assigned responsibilities. Ensure collaborative relationship between Autism Nova Scotia and organizations taking part in our employment program(s).
- Provide leadership and positive role modeling to all clients enrolled in the Autism Works program.
- Provide knowledge and expertise in autism to employers and the community
- Provide regular and timely feedback about the program to the Program Supervisor.
- Provide input with respect to overall strategic planning initiatives. Integrate and implement Autism Nova Scotia's mission, vision, guiding principles and policies into the employment programs.

Qualifications:

- Knowledge and experience working with individuals with autism or other developmental disabilities, and/or experience in supported employment.
- Ability to manage and supervise young adults in vocational settings.
- Resourcefulness in solving problems
- Strong organizational skills, analytical skills and keen attention to detail.
- Strong observational skills and behavior tracking.
- High level of professionalism and judgment regarding employer/employee relationships
- Post-secondary education or experience in a related field an asset
- Access to a vehicle may be required