



Ready, Willing & Able (RWA) in Partnership with Autism Nova Scotia are seeking:

Position Title: Employment Coach

Job Location: Halifax Regional Municipality

Position: Casual- Daytime shifts required (may include evenings and weekends)

Hourly Rate: \$20/hr Casual/On-call

Direct Report: Education and Employment Support Coordinator

Job Description – Employment Coach – Casual/On-call

The Employment Coach position will be involved in working directly with adults with autism in a work placement setting. The Employment Coach helps transition and support the adult into their job and assists them in setting up the structure they require to succeed in the position. This job involves maintaining contact with employers, participants, and family as well as maintaining up to date records of progress on the job site.

Duties and Responsibilities:

- Direct and oversee the work placements of participants in the Ready, Willing & Able Job Seekers Database at Autism Nova Scotia, which includes implementation of employment strategies and interventions.
- Provide leadership and positive role modeling to all participants.
- Provide knowledge and expertise in autism to employers and the community
- Provide regular and timely feedback about participants to the Employment Support Coordinator
- Provide input with respect to overall strategic planning initiatives. Integrate and implement Autism Nova Scotia's mission, vision, guiding principles and policies into the Ready, Willing & Able initiative.

Qualifications:

- Knowledge and experience working with individuals with autism or other developmental disabilities, and/or experience in supported employment.
- Ability to manage and supervise adults in vocational settings.
- Resourcefulness in solving problems.
- Strong organizational skills, analytical skills and keen attention to detail.
- Strong observational skills and behavior tracking.
- Complete paperwork as directed
- 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 is preferred and valid NS driver's license

Application Process:

Please apply with an up-to-date resume and cover letter explaining how you qualify and are suited for the position as described above to sjohnston@autismns.ca