

POSITION TITLE: Post-Secondary Autism Support Strategist (PASS)

POSITION: Casual, On-Call, Part-time employment
(as needed; may include evenings and weekends)

DIRECT REPORT: Autism Outreach Coordinator

A Post-Secondary Autism Support Strategist provides individual support to post-secondary students on the autism spectrum to enhance transition success.

Time: Part-Time – dependent on the student receiving support and their availability.
Monday – Sunday, days, evenings, weekends (times are subject to change).

Responsibilities Include:

- Support student in their primary role as post-secondary university student as to promote their independence and positive social image
- Develop and utilize strategies, techniques, and general knowledge to implement suitable supports and activities for student in the areas of social and life skills, navigating university or college campus
- Guide students in learning to complete executive functioning tasks such as time management, planning, and organizational strategies
- Critical thinking skills and the ability to problem solve on the job
- Ensure collaborative relationship between the Autism Outreach Coordinator and the student
- Strong ability to create an environment of respect and trust with the student
- Provide knowledge and expertise about autism when and where applicable
- Promote inclusion and foster student independence
- Provide leadership and act as a positive role model at all times for the student
- Maintain confidentiality of students' personal information
- Ensure adequate communication with Autism Outreach Coordinator, student and student guardian/s, if applicable
- Adhere to post-secondary institution policies, practices, and procedures

Qualifications:

- Knowledge and experience supporting individuals with autism or other developmental disabilities, and/or experience in supported employment, educational and/or recreational environments
- Have the knowledge and ability to modify and/or make adaptations to activities/ lessons when necessary to meet student's development
- Master's Degree would be considered an asset, but not necessary
- Must have flexibility in your schedule to work with student on evenings and weekends
- Resourcefulness in solving problems on the job
- Outstanding communication and interpersonal skills
- Superior ability to build and foster relationships
- Strong organizational, observation, and communication skills and keen attention to detail
- CPR & Emergency First Aid Certification
- High level of professionalism and judgment regarding student/student services relationships
- Ability to work independently
- Access to a vehicle is an asset

Accommodations: Interview accommodations can be made. Please state any interview accommodations required in your cover letter.

Work Environment:

- Approachable and welcoming
- Both fast and slow paced during different times of the academic semester
- You may support a student at a location directly on campus (such as student common room) or at a location off campus (such as the Public Library)
- Structured activities/lessons