



POSITION TITLE: Autism Employment Supports Consultant – New Brunswick

POSITION DETAILS: Full-time (8-month contract)

POSITION LOCATION: New Brunswick **TRAVEL:** Province-wide as required

POSITION START DATE: February 2022

DIRECT REPORT: Director of Operations at Autism Nova Scotia

DEADLINE TO APPLY: 4:30 pm, February 04, 2022

Competition # 2022-004

Program Summary:

This is an exciting opportunity to help inform the future of supported employment for autistic individuals in New Brunswick. The Autism Employment Support Consultant will be someone with strong analytical and communication skills and have a keen interest in building relationships with employment and supports players across the New Brunswick landscape. The successful applicant will be comfortable conducting outreach, interviews, and will understand the importance of community development through collaboration and innovation in service and supports delivery. This role incorporates working with community partners, developing strong working relationships with stakeholders, and an ability to offer pragmatic, actionable steps for building a team and collaborative system that will offer fuller inclusion and accessibility through support for autistic individuals across the employment landscape.

Responsibilities Include:

Research

- Identify and document gaps and systemic barriers in existing employment supports for autistic individuals in New Brunswick
- Make recommendations for partnerships and collaborative relationships that will help fill those gaps
- Work independently and with a team in Nova Scotia, and stakeholders across New Brunswick, to recommend and, where appropriate develop, new services that fill unmet support needs to achieve next steps in developing a more robust landscape
- Conduct focus groups and information gathering sessions (including meetings and qualitative interviews) with relevant stakeholders to arrive at a fuller picture of the barriers and gaps in the employment supports and services landscape for autistic job seekers
- Produce an environmental scan of employment supports and supports in other jurisdictions for autistic individuals in New Brunswick

Collaborate



- Identify potential partnerships with organizations that provide employment support, resources, and services, and work with them, wherever possible, to develop supports and services that meet the support needs of autistic job seekers
- Support service providers in connecting to the wider employment support landscape to promote province-wide initiatives and collaboration
- Help to promote the interests and amplify the voices of autistic adults among employment support service providers
- Provide educational opportunities for existing community organizations to learn more about autism and inclusive employment for autistic individuals
- Facilitate roundtable discussions with stakeholders (autism organizations, employment support agencies, autistic advocates/individuals, etc.) to engage communities in driving forward new models of supporting the employment goals of neurodiverse adults in New Brunswick
- Facilitate discussions to help move existing service providers towards collaborations that see improved outcomes for individuals on the spectrum into the labour market

Develop and Inform Implementation

- Work with the Autism Nova Scotia's Employment Department to develop a plan for New Brunswick-specific employment supports for autistic individuals, identifying how key pillars, if implemented, could address the gaps identified in the service scan
- Develop an engagement plan for reaching out and linking with various community agencies and organizations, and government to address the structural barriers and assist with building sustainable capacity in New Brunswick

Scope of work/ Outline of Deliverables for this Contract:

- Create interview guide and conduct interviews with key stakeholders across three main labour markets in New Brunswick
- Preliminary scan of unmet needs as identified by individuals, service organizations, government and stakeholders that support autistic people
- Literature review drawing from existing New Brunswick reports or service and scan of best practices as identified in literature and aligning with the values of individualized supported employment approaches
- Cross-jurisdictional case studies of specific services and jurisdictionally whole systems of support-service delivery for supported employment for autistic job seekers
- Environmental scan outlining gaps or needs for as well as potential solutions for which organizations or service providers could play an active role in filling unmet needs; identifying concrete actions as listed recommendations
- A basic Strategy outlining how key positions, services and supports could be aligned, pragmatically, to draw from funding available through various provincial and federal streams



and concrete steps towards more available, responsive, sustainable, and individualized employment supports system for autistics connecting with and in employment

Qualifications:

- A Master's degree or equivalent experience accepted
- A clear, current criminal record check and a child abuse registry search is required
- Fluency in both French and English is required

Minimum Knowledge and Experience:

- Demonstrated knowledge of issues and barriers faced by autistic people in accessing the labour market
- Must be a strong writer with proven ability to research and conduct environmental scans and literature reviews
- Experience in service navigation and coordination, and conducting outreach/communicating effectively with community partners
- Knowledge of provincial supported employment services and common supports that autistic job seekers and employees use in other jurisdictions
- Must be a strong writer with proven ability to research and conduct environmental scans and literature reviews
- Must understand the importance of including person-directed and first voice-informed approaches when developing supports and services for autistic individuals
- Social or policy research experience
- Experience building teams is considered an asset

Minimum Skills and Ability:

- **Facilitation Skills** – Must have the ability to develop information sessions, create and deliver presentations to a variety of stakeholders, and facilitate
- **Interpersonal and Communication Skills** – The position requires active and empathetic listening skills, sound judgement, tact, diplomacy, effective communication, and problem-solving skills, as well as the ability to build strong working relationships with others
- **Organization and Analytical Skills** – Must have the ability to plan, coordinate, and organize a variety of outreach and facilitation activities, and accurately document gaps in support through both qualitative and quantitative data
- **Collaborative Leadership Style** – Must maintain a collaborative approach to network-building and community organization, which recognizes the need for building capacity and creating strong connections among existing service providers



- **Values-Based Approach** – Must maintain an approach that is community-based, focused on inclusion and accessibility, and which understands the importance of equitable access to person-directed employment supports for autistic individuals and all persons with disabilities

Essential and Other Related Job Duties:

- A valid driver's license and access to a reliable vehicle

As a Proof of Vaccination organization, all Autism Nova Scotia staff are required to be fully vaccinated. Those who cannot be vaccinated due to medical, religious, or cultural reasons must wear a mask at all times, practice social distancing, and sanitize their hands upon entry while inside Autism Nova Scotia offices or community program spaces. In addition, proof of a negative COVID-19 test taken within the last 48-72 hours will be required.

Salary: \$42,300 (February-September 30th, 2022)

Remuneration: This is a consultant position for an eight-month contract from February to September 30th, 2022. The consultant will be paid monthly or in several instalments as deliverables are fulfilled.

A cover letter and resume should be submitted to Brian Foster at operations@autismns.ca by 4:30 pm, February 04, 2022.

Accommodations: Please state any interview accommodations (required) in your cover letter.

Thank you for your interest, however, only applications selected for an interview will be contacted.