



**POSITION TITLE: POST-SECONDARY AUTISM SUPPORT COORDINATOR (PASS) – HALIFAX**

**POSITION DETAILS:** Full-time, contract employment 40 hours / week (Evenings and Weekends may be required)

**POSITION LOCATION:** Bedford, Nova Scotia

**POSITION START DATE:** November 2021 – November 2022 (Opportunity for renewal)

**DIRECT REPORT:** Post-Secondary Autism Support Director or designate

**APPLICATION DEADLINE IS:** 4:30 pm, Monday, October 18<sup>th</sup>, 2021

**Program Summary:**

The PASS program aims to teach and empower students to gain independence, enhance skills and achieve success within their academic program, which transfers into other areas of their life, so they can advocate successfully for their needs and reach their life goals. A secondary but no less important goal of the PASS program is to raise awareness and understanding within post-secondary institutions, and among their staff, faculty and student support structures.

A Post-secondary Autism Support Services Coordinator is responsible to oversee the supervision and training of Post-Secondary Autism Support Specialists to support students within the program. They complete intakes, assess current skills, and develop skill-building plans with students in the program. They act as a liaison with Post-Secondary Education institutions and support the PASS program day-day processes.

**Responsibilities Include:**

- Supervision and training of a substantial team of Post-secondary Autism Support Specialists who provide one-to-one support to students in non-academic areas
- Assist Director with the planning and implementation of student intakes and support plans
- Supervise and mentor team to provide ongoing guidance and support
- Prepare and submit reports
- Report to Post-Secondary Autism Support Director on themes / trends from PASS reports
- Set goals for performance and deadlines in ways that comply with organization's plans and vision
- Organizing workflow and ensuring that Specialists understand their duties or delegated tasks
- Critical thinking skills and the ability to problem-solve on the job

- Strong ability to create an environment of respect and trust with students, specialists' parents, and post-secondary faculty
- Provide knowledge and expertise about autism when and where applicable
- Promote inclusion and foster student independence
- Always provide leadership and act as a positive role model
- Ensure adequate communication with the student, student's family, specialist, post-secondary service providers
- Adhere to post-secondary institution policies, practices, and procedures
- Must have flexibility in your schedule to work occasional evenings and weekends
- Other duties as required

**Qualifications:**

- Bachelor's degree (preferably in education, psychology, human services, etc.)
- Clear, Criminal Record Check and Child Abuse Registry Search (is required)
- Current CPR and First Aid Certification (is required)
- Non-violent Crisis Intervention Certification (is considered an asset)

**Minimum Knowledge and Experience**

- 1 – 3 years (experience working with individuals with ASD and/or with adolescents and adults)
- Experience with adolescents and adults and/or employment counseling and/or employment development is preferred
- Experience supporting individuals with autism or other developmental disabilities, as well as learning disabilities, and/or experience in supported employment, educational and/or recreational environments
- Experience with collaborating and supporting a team
- Experience with supervising, coaching and providing guidance to a team
- Knowledge of autism spectrum disorder characteristics and strategies
- Knowledge and ability to develop relevant resources for team
- Knowledge of Post-Secondary Accessibility Services system, processes, procedures

**Minimum Skills and Ability:**

- Ability to engage in change management
- Resourcefulness in solving problems on the job
- Superior interpersonal skills
- Strong organizational skills and keen attention to detail
- Ability to work under pressure and meet tight deadlines
- Effective emergency management
- Ability to work independently and work collaboratively with a multi-disciplinary team
- Proficient in Microsoft Office products

**Essential and Other Related Job Duties:**

- Valid Nova Scotia Driver's License, access to regular use of a reliable vehicle and appropriate insurance would be consider an asset

**Work Environment:**

- Approachable and welcoming
- Extremely collaborative

**Salary:** Rate of pay is determined by the individuals' experience and education