



POSITION TITLE: POST-SECONDARY AUTISM SUPPORT SERVICES (PASS) MANAGER

POSITION DETAILS: Full-time, 40 hours per week (May include evenings and weekends when required)

POSITION LOCATION: Bedford, Nova Scotia (Travel frequency: Local- Frequent)

POSITION START DATE: February 2022

DIRECT REPORT: Post-Secondary Autism Support Services (PASS) Director

DEADLINE TO APPLY: 4:30 pm, January 19, 2022

Competition # 2022-001

Program Summary:

The Post-secondary Autism Support Services (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 Manager oversees the program operations and supervision of the Post-Secondary Autism Support Services team.

Responsibilities Include:

Oversee the day-to-day operations of the PASS program, which includes but not limited to:

- Recruit, hire, and train PASS Specialist and PASS Coordinators
- Identify operation needs of the program, and develop processes and policies
- Lead and attend PASS rounds and Team Meetings
- Complete and oversee payroll and HR request of the PASS Coordinators
- Liaise and support relationships with Post-Secondary Accessibility Services
- Supervise and mentor team to provide ongoing guidance and support
- Attend monthly manager meetings, prepare and submit manager reports
- Complete annual funding outcome reports
- Report to Post-Secondary Autism Support Director on gaps, trends and systematic advocacy needs
- Set goals for performance and deadlines in ways that comply with organization's plans and vision
- Organize workflow of PASS Specialist and Coordinators
- Always provide leadership and act as a positive role model
- Ensure adequate communication with student, student's family, coordinators, specialist, post-secondary service providers

Qualifications:

- A Bachelor's Degree in Psychology, Education, Child and Youth Studies or related field preferred
- A Master's Degree in Psychology, Education, or Behaviour Analysis is considered an asset
- Clear, current Criminal Background Check and Child Abuse Registry Search



- Competencies in other languages an asset, Arabic and/or French preferred

Certifications/Training:

- Maintain CPR-C and First Aid certification
- Maintain Non-Violent Crisis Intervention training

Minimum Knowledge and Experience:

- Minimum of 5 years experience working with Autism
- Minimum of 2 years experience in a supervisor role
- Experience with Post-secondary institutions, and Accessibility Services within Post-Secondary
- 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

Minimum Skills and Ability:

- Demonstrates excellent communication, interpersonal skills, and the ability to work as a part of an interdisciplinary team in a variety of settings
- Demonstrates observation skills, problem-solving skills, ability to take direction and ability to work independently

Essential and Other Related Job Duties:

- Must have a valid Nova Scotia Driver's License and use of a reliable vehicle for community visits

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: Rate of pay is determined by individuals experience and education.

A cover letter and resume should be submitted to Jamie Lynn Black at jblack@autismns.ca by 4:30 pm, January 19, 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.