



POSITION TITLE: Autism Outreach Coordinator- RWA Halifax

POSITION DETAILS: Full-time, contract employment 40 hours / week (will include evenings and weekends as needed)

POSITION START DATE: September 2021- September 2022

LOCATION: Bedford, Nova Scotia

TRAVEL (frequency): **Local** - Frequent **Other** – Between Halifax & Surrounding areas

DIRECT REPORT: Director of Employment or designate

PROGRAM SUMMARY:

The core aim of the Autism Outreach Coordinator (AOC) position is to create seamless pathways between autistics / people with autism, employment supports, paid employment, and/or relevant post-secondary support. The Autism Outreach Coordinator (AOC) seeks to connect adolescents, young adults, and adults with autism to supports and services in their community that support them in obtaining or maintaining competitive employment.

The successful applicant will be a relationship builder This role involves outreach to both individuals with autism /autistics and community service partners, , connecting relevant stakeholders and enabling people with autism to take full and equitable advantage of the increased employer demand to hire generated by Ready, Willing and Able.

While the primary scope of the position will be focused in selected RWA communities, the Autism Outreach Coordinator position may also be required to reach out to autistic people who reside in other parts of the province.

Responsibilities Include:

- At the local level, the AOC reports directly to the Autism Outreach & Employment Support Coordinator at Autism Nova Scotia
- The AOC also receives support from the Ready, Willing & Able team attending bi-weekly National team calls and working with colleagues in the area and across the country

- Collaborate with Ready, Willing and Able's two Employer Engagement Specialists in Halifax, to assist in expanding recruitment and hiring of people with autism in Nova Scotia
- Develop and execute specific outreach strategies to connect Autistic job seekers to systems of support within the greater Halifax area;
- Add individuals to the RWA database by conducting intake assessments with Autistic job seekers in identifying barriers to employment with the goal of connect them to RWA job opportunities from inclusive employers, while utilizing a variety of strategies to locate and connect job seekers to various community-based services for ongoing support
- Collaborate with local employment agencies and disability support providers as necessary to connect people with autism to employment agencies that provide case management services
- Conduct outreach initiatives and professional presentations at various community-based agencies, post-secondary institutions, high schools to promote the Ready, Willing & Able initiatives and services provided through Autism Works
- Meet with RWA's local employment support agency partners and disability support providers in order to generate a comprehensive understanding of the types of supports offered, eligibility criteria and other factors that may impact the AOCs ability to make informed referrals to relevant community supports to ultimately facilitate successful employment
- Liaise and maintain working relationships with the Employer Engagement Specialists within the greater Halifax area
- Ensure accurate collection of data relating to the project and individual outcomes is recorded, analyzed, and reported within the framework and timelines of the initiative
- Other duties as required

Qualifications:

- Post-secondary degree or diploma in a related field (e.g. Education, Social Work, Psychology, Human/Social Sciences or Disability Studies) or equivalent experience
- A valid criminal record check and a vulnerable sector check (is required for this position)
- A valid child abuse registry search (is required for this position)
- Up-to-date First Aid & CPR Certification (is considered an asset)

Minimum Knowledge and Experience:

- Experience in service navigation and coordination
- Experience in building relationships with diverse groups and interests
- Demonstrated knowledge of issues and barriers faced by autistic people in accessing the labour market
- Strong knowledge of local employment-related services and supports for people with autism

Minimum Skills and Ability:

- Committed to the full inclusion of people with autism; adherence to inclusionary practices in employment
- Comfortable working in dynamic work environment, and in a variety of work settings
- Strong outreach, organizational, and teamwork skills
- Strong time management skills and attention to detail in tracking and reporting on work
- Empathetic and patient listener
- Ability to work independently and work collaboratively with a multi-disciplinary team
- Proficient in Microsoft Office products
- Excellent presentation and public speaking skills
- Superior written communication skills, excellent time management skills with the ability to multi-task in a fast-paced environment

Essential and Other Related Job Duties:

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

Work Environment:

- Approachable and welcoming
- Extremely collaborative

Salary: Rate of pay is determined by individual experience and education