



AUTISM NOVA SCOTIA – POSITION DESCRIPTION: AUTISM SUPPORT COORDINATOR – POTENTIAL PROGRAM

Deadline to apply: Monday, October 2, 2017

POSITION TITLE: Autism Support Coordinator
DEPARTMENT: Community Outreach
POSITION: Casual
DIRECT REPORT: Community Outreach Coordinator
Closes: Monday, October 2, 2017 at 4:00 pm

Under the supervision of the Community Outreach Coordinator, and in collaboration with the regional chapters of Autism Nova Scotia, the Autism Support Coordinator will direct and oversee the planning, development and implementation of the Potential Program within the Chapter regions of the province, including:

Annapolis Valley
Strait
Pictou
Cumberland
Truro
South West
South Shore

This program is an evidence-based program that focuses on individual and family support including the delivery of:

- Education sessions and workshops
- One-on-one family support
- Community events
- Recreational opportunities
- Training

MAJOR RESPONSIBILITIES

1. Direct and oversee the organization, implementation and evaluation of identified programs, family events and education sessions related to the Potential Program in the related region of the province. This includes but is not limited to:

- Managing and booking of facilities
- Registration
- Advertisement of related programs, events and/or education sessions
- Follow up surveys and evaluations
- Tracking and management of data, including qualitative and quantitative feedback from participants
- Volunteer recruitment and management



2. Work in partnership with the Chapter staff and volunteers to ensure seamless implementation of the Potential Program with existing programs and services.
3. Maintain regular and effective communication with direct supervisor, Chapter staff and volunteers.
4. Build upon and foster community partnerships and connections as they relate to the Potential Program and organization programs and services.

KEY ACCOUNTABILITIES

Community Outreach

Knowledge and understanding of the local supports, programs and services offered in the community.

Awareness

As a part of the core team, the Autism Support Coordinator will seek opportunities to create awareness and foster relationship building in the larger community

Education

As a part of the team, the Autism Support Coordinator will develop and coordinate educational materials as needed for internal and external usage.

Linkages

As part of the Centre team, the Autism Support Coordinator will build linkages with key stakeholders in the larger community to work towards a seamless continuum of service delivery

Knowledge

Knowledge of community development, autism, family support and social thinking models are assets in the role.

SKILLS REQUIREMENTS

Organizational, Administrative and Time Management Skills: to plan, organize and coordinate program activities; to address constant and varied demands on the position.

Leadership and Volunteer Management Skills: to recruit, support and share knowledge with volunteers related to the programs.

Data Analytical Skills: to collect, manage and report on data and metrics related to the program.

Interpersonal and Communications Skills: to represent the organization/ program activities to a broad range of partners in the surrounding community in which the program is being delivered.



Computer Skills: to prepare various documents, spreadsheets and reports; to access information.

KNOWLEDGE REQUIREMENTS

Knowledge of the overall goals and intent of Autism Nova Scotia and its Chapters (including organizational structure, policies, guidelines, programs and project activities)

Knowledge of Autism Spectrum Disorder and the diversity of needs throughout the lifespan.

Knowledge of excel spreadsheets, survey tools and registration software programs.

Knowledge of volunteer management to recruit, direct, guide, and motivate volunteers.

PHYSICAL EFFORT REQUIREMENTS

The position requires fine motor skills to operate computer equipment.

WORKING CONDITIONS

The position works in a standard office environment and does require community travel within the region the position is located for event and/or program delivery.

QUALIFICATIONS

Working knowledge and proficiency in Microsoft Applications, including but not limited to: Word, Excel, PowerPoint and Outlook.

Post-secondary Degree/Diploma in a related field or equivalent job experience.

A valid driver's license and access to an insured vehicle required.

Fluency in French considered an asset.

Application Process: Please apply with an up-to-date resume and cover letter explaining how you qualify and are suited for the position as described above.

Please send cover letter and resume to:

Selections Committee
c/o vharvey@autismns.ca
Autism Nova Scotia
5945 Spring Garden Road
Halifax, NS B3G 1S3

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