



**POSITION TITLE: AUTISM SUPPORT COORDINATOR – ANNAPOLIS VALLEY**

**POSITION:** Part- time, contract, (Standard office environment and does require community travel within the region the position is located for event and/or program delivery)

**TERM:** November 2021 – November 2022

**LOCATION:** Annapolis Valley, Nova Scotia **Travel (frequency):** Local/Provincial - Frequent

**DEPARTMENT:** Community Outreach

**DIRECT REPORT:** Community Outreach Coordinator

**Program Summary:**

Under the supervision of the Community Outreach Coordinator, and in collaboration with the Annapolis Valley Chapter of Autism Nova Scotia, the Autism Support Coordinator will direct and oversee the planning, development and implementation of the Potential Program within the Annapolis Valley Chapter region of the province.

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

**Responsibilities Include:**

- 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
- Work in partnership with the Chapter staff and volunteers to ensure seamless implementation of the Potential Program with existing programs and services
- Maintain regular and effective communication with direct supervisor, Chapter staff and volunteers
- Build upon and foster community partnerships and connections as they relate to the Potential Program and organization programs and services
- The position requires fine motor skills to operate computer equipment

#### 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.

#### Qualifications:

- Post-secondary Degree/Diploma in a related field or equivalent job experience
- A Clear, current Criminal Records Check & Child Abuse Registry Check is required
- Fluency in French is considered an asset

#### Minimum Knowledge and Experience:

- 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
- Working knowledge and proficiency in Microsoft Applications, including but not limited to: Word, Excel, PowerPoint and Outlook
- Knowledge of excel spreadsheets, survey tools and registration software programs

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

**Minimum Skills and Ability:**

- **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
- The position requires fine motor skills to operate computer equipment

**Essential and Other Related Job Duties:**

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

**Work Environment:**

- 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

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

**Please submit a cover letter and resume through Indeed or directly to:** Victoria Harvey, Chapter Coordinator at [vharvey@autismns.ca](mailto:vharvey@autismns.ca)