

Employment Coordinator – Temporary Full Time

The Autism Resource Centre (ARC) is a non-profit organization that aims to meet the needs of young people with autism. It is our goal to help empower those on the spectrum to realize their potential, achieve independence and fully engage with their community.

We currently have a temporary, full-time 12-month contract for an Employment Coordinator in our Supported Employment Program. The Employment Coordinator provides support to young adults with autism to prepare for, obtain and maintain meaningful employment.

If you are energetic and able to engage effectively with both employers and young adults with autism then we'd like to hear from you. It is essential that you are collaborative and willing to be a member of a service delivery team. Completion of a related under-graduate degree and knowledge of the autism spectrum are required. Experience with supported employment and/or job coaching is also a key asset.

Responsibilities Include:

- Outreach to initiate and follow-up on employment leads in order to develop and coordinate employment opportunities; this may include reaching out to new employers;
- Working with employers to develop employment opportunities that are equally based on business needs and a job seeker's abilities;
- Providing quality on-job support to employers and young adults on the spectrum by ensuring appropriate strategies and interventions are offered;
- Maintaining client confidentiality while keeping accurate records of contact, interactions and service data;
- Building community awareness on the benefits of hiring someone with autism;
- Developing and delivering presentations on supported employment and the business benefits of inclusive hiring;
- Providing on-site job coaching; and
- Working in collaboration with all Autism Resource Centre staff to plan, and provide individualized employment support.

Must have a valid Saskatchewan driver's license with access to a vehicle and be willing to work a flexible 40-hour week.

To apply for this position, please email your cover letter and resume to **chanda@autismresourcecentre.com** and **info@autismresourcecentre.com**.