

The Autism Resource Centre (ARC) is a non-profit organization that aims to meet the evolving 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.

The Employment Coordinator provides support to young adults with autism in order to prepare for, obtain and maintain employment. If you are outgoing, energetic and able to engage effectively with both employers and young adults with autism then we'd like to hear from you. Completion of an under-graduate degree and knowledge of the autism spectrum are required. Experience with supported employment and/or job coaching is a strong asset.

Responsibilities include:

- Outreach to initiate and follow-up on employment leads in order to develop and coordinate employment opportunities. This includes reaching out to new employers;
- Working with employers to develop employment opportunities that are equally based on business needs and a job seekers abilities;
- Providing quality on-the-job support to employers and young adults on the spectrum by ensuring appropriate strategies and interventions are offered;
- Maintain client confidentiality while keeping accurate records of contacts, interactions and data;
- Builds community awareness through outreach;
- Develop presentations on supported employment and the business benefits of inclusive hiring;
- Providing on-site job coaching;
- Work in collaboration with the other Autism Resource Centre employment staff to provide the best support possible.

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

This is a full-time one year term position with possibility of extension to permanent.

To apply, please forward you cover letter and resume to Stacey Herperger:
stacey@autismresourcecentre.com