



Employment Coordinator

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

The Employment Coordinator provides support to adults with autism in order to prepare for, obtain and maintain employment. 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:

- Work with adults on the spectrum to provide pre-employment, job searching and job maintenance programming using a person centered approach;
- Accurately record statistics on programming numbers and outcomes;
- Write detailed programming notes on a daily basis;
- 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 seeker's abilities;
- Providing quality on-job support to employers and adults on the autism spectrum by ensuring appropriate strategies and interventions are offered;
- Maintains client confidentiality while keeping accurate records of contact, interactions and data;
- Builds community awareness through outreach;
- Develop and deliver presentations on supported employment and the business benefits of inclusive hiring;
- Work in collaboration with other Autism Resource Centre employment staff to provide the best support possible.

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

The Autism Resource Centre offers a competitive salary and complete benefits package.

TO APPLY, PLEASE EMAIL YOUR RESUME AND COVER LETTER TO STACEY HERPERGER
stacey@autismresourcecentre.com.

Applications will be accepted until January 7, 2022