



JOB DESCRIPTION

Position Title: Autism Services Therapist
Program/Location: Autism, Lanark/Leeds and Grenville
Reports to: Program Manager

Role Summary

All children with an Autism diagnosis are eligible for the Autism Services Program. The Autism Services Program utilizes a Family Centered approach and programming needs are guided by the principals of Applied Behaviour Analysis (ABA). A variety of Services are accessible which include: Intensive Behavioural Intervention, Parent Education & Coaching, Specialized Workshops, Consultation and individualized or group based services. Goals for children can be in the areas of communication, social, self-regulation, activities of daily living, healthy living, life skills and school readiness. Families in Autism Services have access to a Family Support Coordinator.

POSITION REQUIREMENTS

1. Education

- Human Service Degree/Diploma
- Preference for additional Autism and Behavioural Sciences Graduate Certificate

2. Professional Experience

- Experience working with children/youth with ASD
- Extensive knowledge of Applied Behaviour Analysis (ABA)

3. Key Competencies

- Excellent communication and interpersonal skills, be part of a team and collaborate with other service providers
- Valid Ontario Driver's License, liability insurance as specified by Agency, full use of vehicle, CPI, CPR and First Aid
- Ability to be objective and open minded in providing family and child support and advocacy to foster optimal development and outcomes
- Ability to work independently, as well as part of an interdisciplinary team, with excellent verbal and written communication skills
- Valid Vulnerable Sector Screening

4. Work Conditions

- Moving while working directly with active children
- Lifting requirements (up to 10 lbs constantly, 11 lbs to 50 lbs frequently & 51 lbs to 100 lbs on occasion)
- Can involve evening and weekend hours in clients natural environment (home, daycare, school)



- Interaction with coworkers and clients
- Periods of sitting while completing administrative tasks
- Flexible in work hours (may include some evening/weekend) and work independently in the client and family 's natural environment (home, daycare, school) or in a group setting following program curriculum

POSITION RESPONSIBILITIES

- Attend meetings with families, Agencies as needed
- Ensuring current status of Consent Forms
- Employ instructional techniques as directed by Clinical Supervisor (BCBA)
- Develop schedule and location for group instruction
- Develop, plan and facilitate Parent Education and specialized Workshops
- Collect data, graph and interpret data
- Prepare materials for individualized or group instruction
- Maintain client records including a use of a data management system
- Draft Family Service Plans and Behaviour Plans
- Teach, model and instruct parents/caregivers in effective parenting and behaviour management techniques as recommended by the Clinical Supervisor (BCBA)
- Participate in Supervision meetings as required
- Commitment to advanced training, ie. Regional Training events and workshops
- Be up to date on the services of the OAP and evidence based new curriculums, research, education

Technical Skills

- Proficiency using Excel, PowerPoint, & Word Processing
- Aptitude with Augmentative Speech Output Devices; management of Apple products is an asset

Standard ConnectWell Employee Responsibilities

As an employee of ConnectWell, this position is responsible for the following:

Administrative

- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
- Submits records of time worked and time off in a timely manner
- Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable ConnectWell policies and procedures

Organizational Responsibilities

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Reviewed by: Anna Goodings

Previous Reviewed Dates: n/a

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- Respects and values the diversity of the community and individuals
- Supports the organization's student placement programs
- Contributes to the organization's work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
- Contributes to the organization's practices of hiring, orienting and training of employees
- Participates actively in team meetings
- Consults with and provides support to team members and other ConnectWell employees regarding professional issues
- Participates in the development of policies and procedures by providing feedback in the organization's policy development process
- Works in a manner that incorporates health promotion and recognizes the determinants of health
- Participates in team and individual professional development opportunities

Occupational Health & Safety

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
- Must read and follow all ConnectWell Occupational Health & Safety policies
- Works safely in consideration of the following job hazards: noise, workplace violence
- Participates in Occupational health & Safety training as required:
 - AODA
 - WHMIS
 - Employee Safety Training
 - Other (as required)

I _____ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

Employee Signature

Date



Supervisor Signature

Date