



Inclusive Employment Consultant

The Autism Resource Centre (ARC) is a community based non-profit organization. Through programs and education that facilitate independence, ARC supports autistic people in realizing their potential and participating in their communities.

As an Inclusive Employment Consultant, you will be responsible to provide support to Autistic adults in order to prepare for, obtain and maintain meaningful employment. It is essential you can take a collaborative approach as a member of a service delivery team. Experience in supported employment and/or job coaching is a strong asset.

To learn more about our organization and the employment programming we offer, please have a look at our website: <https://www.autismresourcecentre.com/programs-employment>

Responsibilities Include:

- Working in collaboration with Autism Resource Centre staff to plan and provide individualized and group support
- Maintenance of confidentiality while keeping accurate records of contact, interactions and data
- Accurate reporting of statistics on programming numbers and outcomes
- Provision of pre-employment, job searching and job maintenance programming using a person centered approach
- 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 based on business needs and a job seeker's abilities
- Providing quality on-job support to employers and members by ensuring appropriate strategies and interventions are offered
- Develop and deliver presentations on supported employment and the business benefits of inclusive hiring

Applicants must have a valid Saskatchewan driver license with access to a vehicle and be willing to work a flexible 40-hour week. Some evening and/or weekend hours are expected in the role. The successful candidate will be required to submit a criminal record check with vulnerable sector search. The position will be permanent full time upon successful 6-month probation period; start date to be negotiated, but as soon as possible.

TO APPLY, PLEASE EMAIL YOUR RESUME AND COVER LETTER TO Becky McLeod becky@autismsk.com

Applications will be accepted until February 9, 2025

Our thanks is extended to all applicants, however, only those selected for an interview will be contacted.

The Autism Resource Centre strives to achieve provincial equity targets set by the Saskatchewan Human Rights Commission and welcomes applications from all qualified individuals, including persons with disabilities, neurodiverse people, members of visible minorities, Indigenous persons, members of gender and sexually diverse groups. We encourage applicants to identify if they belong to any equity-seeking groups.