

Program Manager, Life Skills

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 a Life Skills Program Manager, you will support Autistic adults in both one-to-one and group-based settings. If you are compassionate, energetic and can engage and mentor young adults, we'd like to hear from you. It is essential you can take a collaborative approach as a member of a service delivery team. Experience with program development, delivery and budget planning are also an asset.

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

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
- Development and implementation of ARC programs as assigned
- Teaching life skills to Autistic adults
- Encouraging full engagement with community
- Developing individualized and person-centred goal and program plans
- Development and presentation of staff training, public workshops and presentations

Applications must have a valid Saskatchewan driver's license with access to a vehicle and be willing to work a flexible 40-hour week; this includes regular evening and occasional weekend commitments. The successful candidate will be required to submit a criminal record check with vulnerable sector search. The position is for a 1-year temporary contract, dependent on a successful completion of a 6-month probation period.

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.