



Provincial Job Description

TITLE:

**(441) Autism Spectrum Disorder
Support Worker**

PAY BAND:

**11 (Current)
10 (On Hold)**

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides support through therapeutic and individualized program plans to autism spectrum disorder clients under the direction of a qualified consultant to extend programs into the home, daycare, pre-school, school, high school or workplace.

QUALIFICATIONS:

- ◆ Disability Support Worker certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Ability to work independently
- ◆ Ability to work within a team setting
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience working with autism spectrum disorders.**

KEY ACTIVITIES:

A. Client Programming / Case Management

- ◆ **Implements and monitors client's activities in accordance with the program plan.**
- ◆ **Organizes developmentally appropriate materials and activities to meet individualized program plan objectives (e.g., visuals, social stories).**
- ◆ **Provides support to the client and/or caregiver through a range of activities to achieve balance and meet the needs and challenges of daily living (e.g., encouragement, community awareness and development).**
- ◆ **Observes and focuses on the client's development and behaviour while addressing the program plan.**
- ◆ **Teaches appropriate skills to clients and/or families to enable them to participate in a variety of settings (e.g., daily living skills, social skills, behaviour management skills).**
- ◆ **Acts as an advocate for clients and/or families.**
- ◆ **Provides support and reinforcement of evidence-based parenting practices by following outlined program plan as determined by consultant.**
- ◆ **Consults with internal and external stakeholders in addressing the goals and objectives of the individualized program plan (e.g., parents, caregivers, consultants, professional and service providers).**
- ◆ **Assists in Transition Planning for adolescent clients as they move through school, social and work systems.**
- ◆ **Liaises with school and work systems to support adolescent autistic clients as they transition**
- ◆ **Assists with intake appointments.**

B. Administration

- ◆ **Maintains appropriate records (e.g., team meeting minutes, activities, supports, visits, statistical reports).**
- ◆ **Records behaviour and progress towards the goals and objectives as observed during activities with the client.**
- ◆ **Participates in continuous quality improvement activities.**
- ◆ **Performs various administrative duties.**

C. Related Key Work Activities

- ◆ **Prepares and cleans up areas and supplies used for client programs.**
- ◆ **Prepares and plans for home visits.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: November 15, 2017