



## Kerry's Place Autism Services POSITION POSTING #14-230

**POSITION TITLE:** AUTISM SUPPORT ASSISTANT  
**LOCATION:** Kerry's Place East Region – Madoc  
**SALARY RANGE:** \$14.84 – \$18.54 per hour (Autism Support Assistant)  
\$16.73 - \$17.61 per hour (Overnight awake)  
\$11.00 per hour (Overnight sleep)  
**POSITION STATUS:** Part Time (as per collective agreement)  
**UNION AFFILIATION:** CUPE Local 3794  
**HOURS OF WORK:** 37.5 hours per week (days, evenings, weekends, overnights, holidays; flexibility required)  
**CLOSING DATE:** 4:30 pm – November 3, 2014

**POSITION SUMMARY:** Reporting to the Manager, the Autism Support Assistant is responsible to ensure that the day to day support provided to people diagnosed with Autism Spectrum Disorder meet the expectations of those individuals to enhance his/her quality of life. The support provided must also align with the values of Kerry's Place Autism Services and meet the goals and expectations of the agency. The Autism Support Assistant, with his/her team, provides service aimed at maximizing health and safety and personal fulfillment of people diagnosed with ASD.

### KEY RESPONSIBILITIES:

- Providing support, coaching and training in the areas of social, life and academic skills.
- Assisting with communication, behaviour management, and vocational and leisure activities supporting Individuals with Autism Spectrum Disorder (ASD) residing in the Madoc area.
- Ensure accuracy and timely completion of documentation for legislative and policy and procedures requirements, such as: individual's files, health records, Person Centered Plans, data collection, etc.
- Ensure appropriate confidentiality is maintained for individuals, families and other employees.
- Develop and maintain positive relationships with: families, natural supports, volunteers, professionals, community members and other people you interact with in the course of your work.
- Attend and participate in meetings as directed by your Manager or Residential Coordinator such as team meetings, family meetings, etc.
- On an ongoing basis, ensure mandatory training requirements are met and attend any training and development sessions as directed by your Manager or Residential Coordinator.
- The Autism Support Assistant may from time to time be called upon by the Manager or Residential Coordinator to perform other duties.
- Administer medication according to the Kerry's Place Autism Services Policy and Procedure. Understand the purpose of each medication, the expected effects and maintain vigilance for the potential side effects.

### The successful candidate will possess the following qualifications:

- Proven practical experience supporting Individuals with ASD
- Completion of post-secondary education in Human Services (or a related field) OR completion of Ontario Secondary School (or equivalent)
- Strong skills in the areas of verbal and written communication, motivation and teamwork
- Experience in multi-tasking and remain calm in stressful situations
- 1 year of related experience (preferably supporting people diagnosed with ASD) is required
- Current CPI certification and crisis intervention skills are required
- Current First Aid, CPR, Medication Administration Certifications

A valid Driver's License, with a *minimum* G2 in good standing and a reliable vehicle is required for this position. French language skills will be considered an asset.

In addition to a competitive compensation package, we focus on health and wellness including fitness and family- focused benefits and work life balance.

*Kerry's Place is an equal opportunity employer and is committed to diversity and inclusivity in employment and welcomes applications from all qualified person. Kerry's Place is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*

**Send Resumes To:** Susan Thomas, Human Resources Manager  
**Email To:** [hrsoutheast@kerrysplace.org](mailto:hrsoutheast@kerrysplace.org)

*This position is open to both internal and external applicants. Only those selected for an interview will be contacted. Please quote the position posting number in the subject line of your submission in order for your application to be considered. We thank all applicants for your interest in Kerry's Place Autism Services.*