



Provincial Job Description

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

PAY BAND:
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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:

(441) Autism Spectrum Disorder Support Worker

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