



Job Description

Program/Depart Autism Resource Center		
Job Title ARC Family Educator/Autism Support Specialist		
Reports ARC Program Manager		
Supervises NA		
Eligible For: <input checked="" type="checkbox"/> Insurance, Agency Short Term Disability, Family Care Leave <i>O&A has fewer than 50 employees and is therefore not required by Federal law to offer benefits under the Family Medical Leave Act (FMLA)</i> <input checked="" type="checkbox"/> Paid Time Off (vacation, sick, personal leave, jury duty, bereavement and holiday)	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>37.50</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt (overtime must be approved in advance) <i>Illinois law requires that if an employee works 7 ½ consecutive hours or more, he must be given a meal break no later than the end of the 5th hour of at least 20 minutes. To deduct it as non-working it must be at least 30 minutes in length.</i>

Job Summary

Under the supervision of the Program Manager, the ARC Family Educator/Autism Support Specialist's primary role is to link children and adults on the Autism Spectrum to needed services and support; build families' knowledge of autism spectrum disorders (ASD) and relevant strategies, and supports; facilitate client growth by developing client centered goals; identify and locate educational, support and training resources to assist families of persons on the Autism Spectrum; provide trainings as needed; facilitate support groups for families and individuals with an ASD. The ARC Family Educator/Autism Support Specialist will have significant travel throughout McHenry County, with periodic out of county meetings/trainings.

This is a grant funded position, the duties and/or requirements of the position may be modified as required by the funding source.

Work Hours: 37.5 hours per week (1.0 FTE); Occasional night and/or weekend work

Salary Range: \$40,000-\$49,000 annually (\$20.51-\$25.13 hourly-37.5 hours per week)

Essential Functions

- Meet with families and individuals who have an ASD; determine strengths, needs; develop an Individualized Service Plan (ISP)
- Guide and assist client/family towards achieving goals
- Function as client advocate while empowering families to assume that role
- Maintain accurate and timely case notes in Apricot database system
- Develop visual supports and systems that will promote positive behaviors, developmental progress, and social-emotional growth
- Collaboration with other ARC team members (educational advocates, bilingual liaison, intake coordinator) in order to best serve clients/families.
- Participate in community awareness activities (Fairs, Presentations, Events)

- Identify educational support and training resources to assist families of children and adults on the Autism Spectrum to connect with their community.
- Advocate within local and state systems to support client access to needed services.
- Actively participate in quality improvement processes as applicable to the position
- Assist with organizing and providing trainings as needed
- Facilitate Support Groups for parents of individuals with an ASD
- Facilitate Support/Social Groups for individuals with an ASD; of all ages
- Attend autism specific trainings in order to provide effective community education
- Comply with the Health Insurance Portability and Accountability Act (HIPAA) regulations of this agency. Is allowed access to all protected health information (PHI) within the ARC Program.
- Maintain client records in compliance with accreditations and funder requirements
- Provide accurate accounting of time and expenses
- Actively participate in quality improvement processes as applicable to the position
- Understand and support the mission, vision and values of Options and Advocacy.

Organizational Relationships

Supervised by: Program Manager

Supervises: N/A

Internal: All departmental personnel that are employed by Options and Advocacy

External: Clients, families, general public, regulatory and licensing agencies, county, state and federal representatives, and all organizations that interact with Options and Advocacy.

Professional Background and Experience

Education

Minimum of a Bachelor's Degree in a related Human Services field (master's preferred)

Experience

- Parent/caregiver, family member or professional to person(s) on the Autism Spectrum
- One year of specialized training or experience in the field of developmental disabilities preferred with knowledge and understanding of issues relative to the needs of persons on the Autism Spectrum
- Advocacy and/or service coordination experience
- Successful completion of a criminal background check, including but not limited to: fingerprinting, the Child Abuse and Neglect Tracking system (CANTS) and state police background check

Skills and Capabilities

- Ability to work cooperatively within a multi-disciplinary, multi-agency team approach that also includes parents, schools, and other community members and agencies
- Ability to communicate clearly, both orally and in writing
- Ability to manage time independently to complete tasks and responsibilities
- Ability to maintaining accurate accounting of caseload and meeting of requirements for each family
- Ability to understand, interpret and explain a complex state system of rules, principles and guidelines and ensure that all aspects of those rules are integrated into your work
- Ability to facilitate communications among diverse populations
- Ability to work within a framework of diversity, inclusion, and equality which allows for all types of differences among the people you serve and the people you work with
- Excellent organizational skills and the ability to successfully manage a caseload and community support functions

- Possess a strong commitment to child and family centered services and excellent communication skills, including the ability to use conflict resolution techniques
- Demonstrate knowledge of the autism spectrum, strategies, and supports.
- Ability to articulate and share with others supportive concepts for individuals on the spectrum
- Ability to maintain personal work schedule using Outlook to accurately identify schedule and locations of meetings to ensure the completion of work as well as the safety of all employees
- Possess a valid driver's license and follow safe driving techniques
- Possess regular access to a working vehicle
- Provide certificate of automobile insurance per policy

Physical Abilities

- Ability to read, write and communicate effectively in English
- Bilingual Spanish preferred
- Ability to lift and/or move at least 10 pounds using proper body mechanics
- Ability to visit clients in their homes, including but not limited to:
 - Climbing up and down stairs
 - Getting up and down from the floor (meetings often occur while sitting on the floor)
 - Ability to go into families' homes that may have pets (allergies)
- Visual acuity to read a computer screen and other documents
- Ability to utilize the telephone and respond to callers

Additional Duties

- Coordinate referral process within or outside agency, in line with individual's needs. Facilitate timely referrals to other O&A programs when appropriate, along with ongoing collaboration and information sharing as needed for eligible children and as allowed by the family's consent
- Establish and maintain cooperative working relationships with all McHenry County Behavioral Healthcare Network Agencies, specialized service providing agencies, and local school districts
- Participate in agency informational, planning and management meetings
- Participate in one agency wide committee
- Support the agency through participation in one fundraising event per year
- Participate in local or statewide task forces as assigned by the program manager
- Attend in-service events to maintain and enhance skills.
- Actively supports agency events

By signing below, I acknowledge that I have received and reviewed this document.

Original Annual Review Other Review

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

If Original:
Effective Date: _____

If Revised:
Proposed Effective Date: _____
Approved Effective Date: _____