

MILESTONES AUTISM RESOURCES

Teen/Adult Coaching Coordinator

Looking to make a difference in the lives of individuals on the autism spectrum? Milestones Autism Resources is searching for a Teen/Adult Coaching Coordinator.

Founded in 2003, Milestones Autism Resources, helps individuals with autism throughout Northeast Ohio reach their unique potential and is the first call for help at each transition of an individual's life. Milestones focuses on educating and coaching for family members and professionals in evidence-based practical strategies. Milestones' core programs are its annual conference, free helpdesk, individual consultations, agency trainings and online resources. Milestones serves more than 2,400 people each year. The website milestones.org hosts more than 1,000 autism resources, reaching 80,000 unique visitors annually.

Job Impact:

- Be part of mission driven organization: Improving the lives of Individuals with ASD
- Help to change the trajectory for individuals with ASD by helping them reach their full potential
- Support outcomes toward independence in community and employment

Job Description: The Teen/Adult Coaching Coordinator will work within a team structure, supervised by the Program Director.

- Coach and refer individuals, parents and professionals
- Develop online resources
- Develop materials such as visual supports and handouts
- Provide training and consultation on transition services
- Coaching Duties:
 - Help people to plan, prepare, and prioritize to meet short and long-term needs.
 - Common topics include:
 - School and IEP issues
 - Challenging behaviors
 - Social and recreational opportunities
 - Therapy and other medical service providers
 - Employment and Post-Secondary Education
 - Transition to adult services
 - Funding; including insurance and government benefits
 - Document thorough case notes and follow-up at regular intervals

Qualifications:

- Bachelor's degree in Social Work, Education, Public Health or related field is required.
- 2-5 years relevant work experience
- Excellent written and verbal communication, computer, problem solving, interpersonal skills.
- Experience working with families and consumers with ASD
- Experience coaching and making presentations
- Knowledge of services for teens and adults with developmental disabilities a plus
- Travel to local agencies may be required

Location: Warrensville Hts., Ohio

Position: Full time; salary based on experience. Benefits available.

Application Requirements:

Please submit a cover letter, resume and 3 professional references to jobposting@milestones.org. Please include "Teen/Adult Services Coordinator" in the subject line.

Milestones Autism Resources is proud to be an Equal Opportunity and Affirmative Action Employer. Applicants are selected without regard to race, ethnicity, creed, color, religion, sex (including pregnancy), age, national origin or ancestry, disability, genetic information, veteran/military status, sexual orientation, gender identity, or other protected characteristic under federal, state or local law

Milestones Autism Resources will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.