

## MILESTONES AUTISM RESOURCES

### Transition/Adult Services Coordinator

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Milestones Autism Resources is a non-profit organization dedicated to improving the lives of individuals on the autism spectrum by educating, coaching and connecting the autism community with evidence-based information.

We offer candidates the chance to make an immediate impact as part of an engaged, passionate team that presents an annual regional conference for 1,200, curates a website of over 1,000 resources, provides a free helpdesk, and offers consultation services and trainings.

#### **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 home, school and community

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

- Coach and refer individuals, parents and professionals
  - 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
- Develop online resources
- Develop materials such as visual supports and handouts
- Provide training and consultation on transition services
- Other Duties as specified

#### **Qualifications:**

- Bachelor's degree in Social Work, Education, Human Services or related field is required.
- 2-5 years relevant work experience in social work, counseling, education, transition services, vocational rehabilitation or related field
- 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

We value a culture of collaboration and professional and personal growth for all team members.

Milestones provides a competitive salary, healthcare, paid time off that increases with tenure and a generous company holiday schedule.

**Application Requirements:**

If you identify with our values and feel strongly that you could contribute to our team, we encourage you to submit your cover letter, 3 professional references and resume through indeed.com.

**Location:** Warrensville Heights, Ohio

**Position:** full-time, salary based on experience. Benefits available.

**Supervisor:** Program Director

**Working Conditions and/or Physical Requirements:**

- Physical requirements associated with normal office working environment
- Ability to operate standard office equipment
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal , state and local standards

*Milestones Autism Resources is proud to be an Equal Opportunity 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 will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.*

*This job summary is intended to be brief and does not list all the duties for this position. Nothing in this job description should be construed as an express or implied contract of employment. Milestones is an at-will employer, which means that either party is free to terminate the employment relationship at any time, without any advanced notice, for any reason or no reason.*