

MILESTONES AUTISM ORGANIZATION
JOB OPENING FOR ADULT SERVICES COORDINATOR

The Milestones Autism Organization provides Access, Education, Training and Collaboration for the autism community. We are seeking an **Adult Services Coordinator** to lead the Adult Services Team. This team works with individuals, families, agencies and employers to assist those with Autism Spectrum Disorders (ASD) in navigating the maze of available resources. Services provided include information and referral regarding housing, employment, recreation, and medical care; building of awareness of transition planning throughout adult life; and by providing training to service providers in Cuyahoga County in best practices for serving the ASD population. Special focus will be on the needs of higher functioning young adults 16-30 years old.

Adult Services Coordinator

Education and Experience:

- Bachelor's degree in Social Work, Education, or related field is required. Master's Degree preferred. Social Work license a plus.
- Excellent written and verbal communication, computer, problem solving, interpersonal skills.
- Experience with agencies that support job placement and housing, specifically Department of Developmental Disabilities, and Rehabilitation Services Commission
- Knowledge of funding streams for employment, education and community living, specifically Medicaid, Medicare and Social Security
- Knowledge/experience with the IEP transition planning process
- Experience working with families and consumers with ASD
- Experience working with transportation services to coordinate contracts for transportation to and from work or habilitation center.
- Supervisory experience preferred
- Travel to local agencies, employers, and to client's homes may be required

Responsibilities: Under the direction of (title or position), (Executive Director)

- Gathers and disseminates information on housing, employment, education and job training, social skills development, recreational opportunities, medical care, and legal/financial assistance that best meet the needs of the ASD consumer
- Interviews clients and families in relation to referrals that could be of benefit
- Creates and maintains a "roadmap" of available services by factors such as age, eligibility, and functioning levels; communicates information, including updating of Milestones' website regarding adult services
- Provides education and training to current and potential employers of those with ASD, and for providers of services to ASD adults, such as personnel in educational, medical, recreational or residential programs. Identifies program training needs; utilizes subject matter experts in formulating new or revised training programs; directs staff responsible for implementing training programs; modifies existing training to meet newly identified needs or to improve present training efforts.
- Conducts focus groups of adults with ASD, agency providers, employers and funding agencies to identify issues and needs; may establish working groups in housing, employment, job training, social/recreational opportunities, mental health and medical care for ASD adults.
- Organizes training workshops and educational seminars
- Serves as liaison to Milestones Adult Services Committee to report on activities, results of focus groups and possible action plans. Recommends additional members (community or agencies) to the Committee
- Supervise other members of Adult Services Team

Salary Range : \$43,000 -- \$55,000 based on experience. Prefer Full-Time, however, hours are negotiable. Benefits available. Please submit cover letter and resume to IHS@milestones.org