

Who We Are:

Urban Autism Solutions is a five-year old nonprofit at the forefront of modern autism solutions, creating a supported passage to a fully integrated, urban community life. At the center of our model is a residential living program created with the goal of promoting socialization, psychiatric stability, and a strong sense of community while supporting adults in advancing their independence as well as vocational and educational achievements. Learn more about us and the programs we are creating at: www.UrbanAutismSolutions.com.

Job Summary:

As a Life Skills & Program Assistant, you will provide direct support to clients; assisting with activities of daily living, implementing goals, developing social skills, and generally ensuring residents are engaged and active in the community. Program assistance will include activities related to development, social network coordination, outreach and operations.

Position Responsibilities:

- Assist clients with activities of daily living
- Implement client goals; ensure progress towards goal completion is properly documented
- Administer Medications (if Med Trained)
- Assist in tracking and managing schedules
- Engage in activities with clients and support in-house relationships
- Proactively identify/coordinate activities for clients
- Monitor clients' well-being mentally/physically
- Communicate with other UAS staff regarding resident schedules, appointments, and general daily living need
- Assist in coordinating and publicizing UAS Social Network events, maintaining attendance and email communication lists; manage the CAPAN database and upload information as needed
- Assist with developing and designing materials such as flyers
- Assist clients with job readiness and coaching; this may include on-the-job training, public transportation training and driving clients
- Perform other administrative tasks as needed
- Other duties as assigned

Schedule:

- 30- hours per week

Required Skills and Experience:

- Energetic, creative, socially active, and highly motivated individual interested in being part of a fast-paced, progressive organization.
- Positive attitude.
- Ability to identify and solve problems in creative and novel ways.
- Exceptional spoken and written communication skills.
- Interest in learning new skills and ability to follow instructions while assuming varied roles.
- Computer literacy including the ability to work comfortably in google docs
- Valid driver's license.
- Must be able to pass a fingerprint background check.
- Experience working with people who have autism is a plus.