



Title: Vocational and Program Support Intern, Urban Autism Solutions

Scope: This position requires a dynamic individual who is a self-starter, able to juggle multiple tasks, and have a positive attitude when representing Urban Autism Solutions to the public and our partners. Intern must become familiar with UAS, its mission and programs. The primary objectives of this position is to 1) Serve a job coach for young adults who may need assistance in learning and understanding their job in the local community (e.g. food service, retail, pet care, corporate, other); 2) transporting young adults to and from their jobs 3) assisting in the travel training of young adults, as needed to and from work; 4) managing monthly job reports, timesheets and other; 5) assisting with social media and marketing (Facebook, LinkedIn, twitter, Instagram) 6) other duties as assigned. A secondary goal is to increase recognition about UAS, its programs and services. Intern shall report directly to the executive director but is expected to work as needed, with other members of the team.

Hours: It is estimated that the consultant will spend 10-15 hours a week at UAS and/or in the field. This position requires a couple hours of work during standard business hours (9 a.m. - 5 p.m.), Monday thru Friday and requires a 12-month commitment.

Wages: Position is hourly (\$10.50/hour) and will be paid twice a month. A non-paid internship will also be considered.

Qualifications: Intern must be available for at least two hours a day Monday thru Friday between the hours of 9 a.m. and 5 p.m. Further qualifications include: valid driver's license, ability to use google documents, social media (Facebook, Twitter, LinkedIn, and Instagram), computer skills including powerpoint. Because this opportunity may require work with dogs and other domestic animals, intern must be comfortable around animals. Experience working with and understanding differently abled populations is a plus.

Vocational Overview

The interns shall work closely with the executive director and case manager, once employment opportunities are identified, using a person-centered approach. The consultant will work directly with local employers and the program participant, establishing one-on-one relationships to ensure a smooth transition and assist in managing expected behaviors. Intern will be expected to establish period check-ins with the employer and serve as the liaison between employer and program participant. All program participant days and hours worked, as well as monthly reports must be documented and recorded by the intern.

URBAN AUTISM
S O L U T I O N S

ABOUT: In less than three years, UAS has placed more than 30 young adults in jobs throughout the city based on their unique interests and skills. Some of our employers include: Walgreens, Trader Joes, Marianos, Edible Arrangements, Calabash Studios, K9-University Chicago, Leep Forward, and West Loop Veterinary Clinic. The vocational aspect is one of three core “solutions,” with the other two being residential and social.

Learn more about us: www.UrbanAutismSolutions.com