**Job Title:** Related Services Coordinator (RSC)

**Supervisor:** Training and Engagement Manager

**Status:** Full time **FLSA:** Exempt

**Salary Range:** $46,750 --- $55,000 --- $63,250

**Brief Summary of the Position**:

Under the direction of the Training and Engagement Manager, the Related Services Coordinator (RSC) will support adults on the autism spectrum in goal-directed activities in a therapeutic and recreational context. The RSC will utilize a wide range of evidence-based assessments and activity-based interventions and techniques to improve the physical, cognitive, emotional, social, and leisure skills of Itineris clients. The RSC will develop a robust schedule of programming and recreational activities for the Day Habilitation Program, and will be responsible for planning, organizing, and executing the activities.

**Essential Functions:**

50%: Planning, organizing, and executing therapeutic recreational activities for the Day Hab program: Examples include group classes (e.g., social skills groups), individual client programming (e.g., motor, vocational skills, and social-emotional learning skills), and recreation and leisure activities (e.g., improv, cooking, Zam Dance, etc.). The RSC will be responsible for creating a daily, weekly, and monthly calendar of offerings with a choice of at least two activities offered consistently between the hours of 9AM – 3PM. This includes organizing and executing contacts and payments between contractors and Itineris clients and families.

20%: Administrative Support: supporting Manager with training-related administrative tasks (e.g., Outlook calendar invites), updating training calendars once finalized (e.g., updating the white board and flyers around the building), and updating training records on Relias (e.g., inputting employee dates after trainings completed).

15%: Leadership and mentorship: Although this is not a supervisory role, the RSC is in a position of leadership to serve as a role model for Itineris team members. This person should know all clients and staff by name, and demonstrate Itineris’ mission, vision, and guiding principles. This person should focus on mentoring Itineris clients and staff. This should be done using behavioral skills training (e.g., giving staff information on goals and interventions, modeling the implementation, and then observing staff while giving feedback and coaching) to promote the growth and development of direct support professionals (DSPs).

10%: Administrative tasks: Engaging in all forms of communication (email, teams, in-person, etc.); tracking stats to show the impact we are making on Itineris clients (hours of activities, number of partners/contractors, progress on client goals, etc.); attending internal and external meetings; conducting assessments and writing up results to share with Itineris team members, clients, families, and other stakeholders.

5%: Other duties as assigned.

**Supervisory Responsibility**:

None. Provide leadership and mentorship to direct support professionals, and any relevant employees in the

organization.

**Required Education/Certifications/Experience\***:

Bachelor’s degree or equivalent experience required. Driver’s license and vehicle required. At least 3 years of experience working with individuals on the autism spectrum and developmental disabilities using neurodiversity-affirming and evidenced-based interventions. Proven ability to build and foster relationships and set up new opportunities for clients. Proficiency with group communication, perspective taking, effective communication, active listening, and group motivation.

**Preferred Education/Certifications/Experience**:

Master’s in SLP/PT/OT/Recreational Therapy or a related field; plus, three or more years of related experience in supervisory/leadership positions; and experience implementing evidenced-based interventions with individuals with autism, emotional disabilities, and other developmental disabilities.

**Additional Required Skills**:

Comfortable with Microsoft Excel, Word, Outlook, Teams, and technology; excellent verbal and written communication skills; excellent organization skills and an ability to multi-task and problem solve quickly and independently.

\*This position requires applicant to complete a background check and drug screen (arranged and paid for by Itineris, Inc.) prior to hire. DDA mandated trainings and required certifications provided once hired.