*Itineris is committed to helping provide opportunities for individuals with Autism Spectrum Disorder to participate meaningfully in all aspects of adult life. This is an exciting opportunity for a dedicated and compassionate individual to join our TEAM and have a direct impact on the happiness and success of our adults.*

*www.itinerisbaltimore.org*

**POSITION TITLE: Direct Support Professional**

**DEPARTMENT: Employment**

**HOURS:** Part Time, Flexible

Regular hours available M-F 9am-3pm, additional hours may also be available

Starting immediately

**REQUIREMENTS:**

* Education/Experience
  + High School diploma or equivalent
  + Experience with the autism population
* Computer Skills
  + Microsoft Excel and Word
* Certificates, Licenses, Registration
  + First Aid, CPR
  + Driver's License and vehicle

**ESSENTIAL JOB FUNCTIONS:**

A. Under the direction of the Employment Specialist, support clients as needed:

1. Assist clients with supported employment, community outings and social skills training as assigned;
2. Serve as primary contact with the family, guardians and work sites of the clients served;
3. Assist clients in job searches with education on filling out applications, developing interviewing skills and on-the-job training;
4. Help to maintain positive business relationships with employers and community to ensure a successful placement for both client and business. Assist clients with understanding the job, duties and work environment;
5. Coordinate and/or provide transportation for clients. Educate clients on mobility and other options.
6. Confirm that all materials needed for client's weekly routine (communication, schedules, academics, etc.) are prepared and ready for use;
7. With input from Employment peers and management, clients and guardians, plan and complete activities in the community that involve recreation and self-improvement.

B. Administrative duties as follows:

1. Complete daily, weekly and monthly notes for assigned client(s);
2. Complete daily and weekly behavior and program data collection and graph;
3. Ensure client notebooks are kept current. Inform directors of notes with concerns, questions and/or issues;
4. Review and update Client Cheat Sheets at least monthly;
5. Meet regularly with Management to discuss client progress, needs and potential employment opportunities.

C. Participates in Individual Plan (IP) meetings with clients, parents and other professionals as needed.

D. Maintain competence through in-service educational activities, trainings and workshops.

E. Attend weekly staff meetings.

F. Other duties as assigned.

**PLEASE FORWARD YOUR RESUME AND COVER LETTER TO: Kristy Hughes (**[**khughes@itineirsbaltimore.org**](mailto:khughes@itineirsbaltimore.org)**) FOR CONSIDERATION**