*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 - Personal Supports**

**DEPARTMENT: Community Development or Employment**

**HOURS:** Part Time/ Flexible

 More depending on 1:1 client needs

 Starting immediately

 Morning, early evening and weekends

**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 Community Development PS Specialist, support clients as needed:

1. Assist clients, community outings, living skills and social skills training as assigned;
2. Serve as primary contact with the family/guardians
3. Coordinate and/or provide transportation for clients. Educate clients on mobility and other options.
4. Confirm that all materials needed for client's daily routine (communication, schedules, academics, etc.) are prepared and ready for use;
5. With input from peers and management, clients and guardians, plan and complete activities in the community that involve employment, recreation and/or self-improvement.

B. Administrative duties as follows:

1. Complete daily notes for assigned client(s).
2. Meet regularly with peers and management to discuss client progress/schedules.
3. Maintain competence through community integration and in home educational activities.
4. Other duties as assigned.

**PLEASE FORWARD YOUR RESUME AND COVER LETTER TO: khughes@itinerisbaltimore FOR CONSIDERATION**