

*We provide a personalized learning path integrating social, academic and life skills for students with autism spectrum disorder or individual learning needs.*

Community Engagement Coach

*Last updated January 11th, 2024*

**Reports to** Director of Adult Education

**Employment Status**  Part-Time; Hourly

**Salary Range** $21.00-$25.00 per hour

**Hours** Monday 8 am – 3 pm and Friday 9 am – 4 pm

**Job Summary**

To create and structure social activities for young adults on the Autism Spectrum. To provide support, structure, and engagement for participants to engage socially and communally.

**Summary of Essential Job Functions**

* Plan, coordinate, attend, and assist with our 43 Social Friday activities, with assistance from staff
* Plan, coordinate, attend, and assist with our two 30-minute ‘Choice Social’ times, with assistance from staff.
* Plan, coordinate, attend (1 of 2), and assist with our two overnight Summer social trips
* Coordinate, attend, and/or assist with all other community-based activities in conjunction with staff;
* Accompany Vocational Service Coordinator on volunteer outings to assist with job coaching, goal setting, and documentation;
* Accompany staff to Fitness Center to assist with coaching, goal setting, and documentation;
* Demonstrate enthusiasm for all social and communal activities, help foster and maintain a positive environment and relationships between participants
* 1:1 pullouts, breaks, and check-ins, when applicable and necessary
* Classroom support person when not filling other obligations
* Identify goals, strengths, and areas for improvement in participant socialization and community engagement;
* Continually update transition documentation for all adult education participants;
* Meet with parents and young adults bi-annually to update goals and provide guidance;
* Engage in effective and appropriate behavior management and support
* Work with other staff members to form a positive, supportive team atmosphere

**Minimum Requirements, Credentials, and Experience**

* Baccalaureate or Associates degree in Social Work, Human Studies, Recreational Therapy, Counseling, Special Education, Community Health Education, or a related field OR at least 2 years work experience with young adults with neurodiversities
* Demonstrated interest or expertise in working with young adults with autism spectrum disorder and/or related neuro diversities
* Ability and desire to create and implement social and community-based curriculum both inside and outside of the classroom;
* Flexible traits that will thrive in a new learning environment
* Strong communication skills
* Conduct oneself as a positive role model for participants in terms of appearance, socialization, time management, organization, and teamwork
* Ability to work well with families
* Ability to work effectively as a team member
* Willingness to be held accountable for results
* Successfully pass a criminal background check
* Valid and updated Minnesota Driver’s License with a relatively clean driving record

**Preferred Credentials, and Experience**

* Baccalaureate or Associate degree in a related field AND at least 2 years of work experience with young adults with neurodiversities

**Additional Working Conditions¸ Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is required to sit and talk or hear. The employee is required to stand, walk, stoop, kneel, crouch, climb stairs, or crawl. The employee must occasionally lift and/or move up to 40 pounds. The employee must be able to push items of ~40 lbs.. The employee must support students during transfer. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**Additional Working Conditions¸ Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The employee will work effectively and respectfully with individuals without regard to race, color, creed, religion, national origin, marital status, political affiliation, sexual orientation, status with regard to public assistance, membership or activity in a local commission, disability, sex, and/or age.

The employee is continuously responsible for the safety, well-being, and work output of students. There may be:

1. Occasional exposure to blood, bodily fluids, tissue and noxious odors.

2. Occasional exposure to unruly students/adults.

3. Occasional operation of a vehicle in inclement weather.

**Professionalism**

• Develop and maintain productive, professional and positive working relationships with Franklin clientele, families, staff and volunteers.

• Perform all functions professionally, treating all clientele and families, staff and volunteers with respect.

• Maintain a level of flexibility with all staff, offering assistance to others as appropriate.

• Maintain a good attendance record; be prompt and punctual to the worksite.

• Perform all duties in accordance with the Franklin Center Employee Handbook.

• Perform all tasks and responsibilities as assigned and according to due dates.

**Evaluation**

The performance of this job will be evaluated in accordance with the provisions of the Board of Trustees policy.

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*