



Autism Programming Specialist

Children's Integrated Services - Early Intervention
Chittenden County

POSITION SUMMARY

The Autism Programming Specialist supports Chittenden County core teams and/or collaborative teams and serves as a member of an interdisciplinary team working with families of infants and toddlers with autism spectrum diagnosis. The Specialist collaborates with teams to develop programming related to the child and family's individual needs, develops and manages individualized assessment and intervention for toddlers with ASD, supervises Individual Assistants (IA's) in their daily work with children, and works collaboratively with all team members to provide training and support to families.

QUALIFICATIONS

- Masters degree in Early Childhood Special Education, Board Certified Behavior Analyst (BCBA), or related field preferred; Bachelor's level candidates with training and relevant experience will be considered
- Three years of direct experience providing services to children under the age of three who have a diagnosis of an ASD; supervisory experience preferred
- Demonstrated ability to collaborate with a wide range of people including professionals and parents
- Commitment to family-centered service delivery and mission of Children's Integrated Services - Early Intervention
- Ability to work independently and as a member of a team
- Knowledge of and experience with trans-disciplinary practice
- Current knowledge of best practices in ASD programming/services including ABA, Floortime, PECS, visual supports, positive behavioral supports, etc.

PRINCIPAL DUTIES

Program Involvement

- Provide year-round assessment, program planning and training to teams and families whose children have an ASD
- Attend collaborative team meetings monthly
- Attend team meetings for each child monthly

- Maintain current child list of suspected ASD or diagnosed with ASD: consult with children suspected or diagnosed, assist in the evaluation process when autism is suspected, help develop IFSPs and plan services based on each child's needs, attend team meetings for children as needed, complete written documentation to support services for Howard Center grant slots
- Maintain requirements for the grant with Howard Center's Autism Spectrum Program: complete all aspects of referral process to HC services including discussing HC services with families, contacting HC, completing necessary paperwork, introducing HC staff to families and coordinating HC program with CIS-EI staff and family, particularly at the start of the program, meet quarterly with HC administrators to evaluate and refine partnership activities over time
- Develop appropriate, individualized programming to children including: assessment of skills, develop teaching programs, develop materials to support teaching program, i.e. visuals, video modeling, etc., create data collection and analysis for each child's program
- Supervise Individual Assistants (IAs): work with Autism Program Coordinator to schedule IAs, train and support IAs to fulfill teaching programs, meet weekly to discuss issues, programs, skills, challenges, support IAs in collecting data on goals
- Provide parent training, support and resources
- Assist in creating appropriate learning environments, activities and any needed accommodations for children with ASD (or suspected ASD) in a variety of settings, including home, childcare and playgroups
- Provide leadership, along with families, in advocating for services and with transition to other services
- Maintain necessary documentation of compliance with federal and state regulations (Part C) and Medicaid or other third party billing
- Participate in training and in-services opportunities as provided locally, regionally, statewide or nationally as appropriate to increase skills, knowledge of early intervention, and support issues related to young children and their families
- Attend regularly scheduled supervision meetings and CIS-EI meetings (weekly)
- Attend VTFN staff meetings as scheduled

Community Relations

- Assist in community awareness of services for infants and toddlers with special needs and their families
- Maintain current and comprehensive information on community-based resources
- Participate in trainings sponsored by the Host Agency when appropriate.

SUPERVISION

Reports to CIS-EI Director and Developmental Educator Supervisor

APPOINTMENT

100% FTE, 37.5 hours hours/week, 12 months/year