



JOB INFORMATION

Job Code	CA70
Job Description Title	Coord, Autism Services
Pay Grade	HW09
Range Minimum	\$50,170
33rd %	\$60,200
Range Midpoint	\$65,220
67th %	\$70,230
Range Maximum	\$80,270
Exemption Status	Exempt
Approved Date:	7/19/2024 3:28:06 PM

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Mental & Behavioral Health

JOB SUMMARY

The Autism Services Coordinator will conduct assessments that culminate in reports to assist with determining service needs for children. This position will assist families with obtaining services that align with the needs of the child/family. Lastly, this position will also supervise and train students with the Department of Special Education, Rehabilitation, and Counseling in both assessment and service coordination endeavors.

RESPONSIBILITIES

- Conducts preliminary interviews, including written comprehensive assessments, to gather detailed evaluations of a child's strengths, challenges, and needs, using appropriate assessment tools to determine and interpret assessments. This includes documenting and keeping proper maintenance of records.
- Supervises students who are conducting interviews, assessments, and assessment reports.
- Assists families with children with autism concerns or needed autism services in gaining access to medical, social, educational, and other services.
- Provides planning of autism evaluations and services, including facilitation and participation in the development, review, and implementation of the evaluation within appropriate time frames.
- Secures appropriate documentation from other providers as required. Completes necessary documentation as required for maintenance of the child's case management record as well as for accountability and billing purposes.
- Provides social support, including assisting the child and/or family in expanding or establishing a social support network through linkage with appropriate persons, support groups, and/or agencies.
- Conducts reassessments/follow ups, including evaluating the child's progress toward accomplishing the goals.
- Attends workshops and conferences as needed to identify current Autism practices, supports and family services.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Special Education, Psychology, Social Services Field	and	2 years of	experience in autism evaluations and services or other related social services fields required.	Or
EdD or PsyD	Doctorate in Special Education, Psychology, Social Services Field preferred.	and	4 years of	experience in autism evaluations and services or other related social services fields preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of organizations.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of organizations.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
	Alabama Department of Mental Health Autism Services Training	Upon Hire	Required

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing	X					
Walking		X				
Sitting				X		
Lifting		X				Up to 25 pounds
Climbing	X					
Stooping/ Kneeling/ Crouching	X					
Reaching		X				
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			