



AutonomyWorks

Title: Team Lead/Job Coach

Location: Downers Grove

Type: Part-time, 16-24 hours/week

Pay Rate: \$15-18/hour, depending on experience

The Company:

AutonomyWorks is a dynamic Social Enterprise whose mission is to create thousands of jobs for people with autism. We support clients around the country on the cutting edge of digital media and technology. Our work includes media operations, content management, and reporting and analytics. We have developed proprietary methods and tools that enable our team of Associates to deliver at exceptional levels of quality and productivity. Led by a team of industry veterans, AutonomyWorks is growing rapidly and looking for motivated innovators to join our Team.

The Opportunity:

This opportunity involves working directly with our team of Associates and Trainees. The Team Lead/Job Coach will be responsible for working 1:1 with individuals to help them provide quality deliverables to our clients and to learn new skills. This role will also be responsible for helping team members to be successful in a professional office environment. They will work closely with the Talent Development and Operations team to ensure Associates are well trained and meeting AutonomyWorks' standards.

Job Summary:

The Job Coach/Team Lead is responsible for effectively training and meeting the needs of AutonomyWorks' Associates and Trainees. This includes providing job coaching and helping to develop the skills of Associates. The Job Coach/Team Lead will also manage day to day happenings, transitions, and break times for Associates. This individual will possess the ability to interact effectively with Associates, be highly organized, and will have a high level of comfort with computers and technology in order to teach skills and processes to Associates and Trainees.

Key Responsibilities:

Job Coaching (Approximately 50% hour allocation)

- Provide 1:1 job coaching to Associates and Trainees
- Assist in the evaluation and screening of potential Associates
- Recommend and implement appropriate accommodations (e.g. assistive technologies) that maximize the productivity and job satisfaction of Associates
- Assist Associates with problem solving while implementing tools and procedures to reinforce problem solving techniques
- Facilitate peer training and communication between Associates
- Consistently review performance for quality
- Learn AW client processes and deliverables well enough to coach and train Associates and to ensure Associates/Trainees are well trained on client work



Team Lead (Approximately 50% hour allocation)

- Monitor and mentor a team of 20+ Associates and Trainees
- Answer Associate/Trainee questions and assist with problem solving techniques
- Provide support to the Operations Team to ensure the smooth operation of the Production Floor
- Implement programs that expand the professional and social skills of our Associates (e.g. self-advocacy, incentive programs, conflict resolution)
- Provide input into Associates' weekly schedules

Skills and Knowledge:

Problem Solving Skills

- Proactive problem solving skills
- A commitment to creating new ways of approaching and solving existing problems with innovative solutions

Communication

- Clear and direct communication skills
- Ability to work with different types of people while creating and maintaining cooperative relationships across an organization

Passion

- Willingness to learn new things, including becoming proficient with our client deliverables and business processes
- Commitment to creating new solutions
- Desire to be part of a highly motivated, passionate team

Planning and Execution

- Ability to multi-task and work independently and across teams
- Demonstrated leadership, including the ability to prioritize, plan and execute

Technology and Computers

- Technology aptitude to be able to understand how our tools work in order to explain them to our Associates and help troubleshoot problems
- Working knowledge of the Microsoft office suite of products (Word, Excel, PowerPoint)

Qualifications and Experience:

- Experience working directly with people with disabilities, preferably in a vocational setting
- High level of comfort with computers and technology
- Desire to change the way the world views people with disabilities is required

To be considered, please send a cover letter noting the position of interest and resume to recruiting@emailautonomy.com. To learn more about our dynamic company visit our web site at www.autonomy-works.com. Additionally, we are an Equal Opportunity Employer that values the strength diversity brings to our workplace.