



AutonomyWorks

Title: Job Coach/Job Lead

Location: Downers Grove

Type: Part-time: 4-5 days, 16-24 hours per week

Pay Rate: \$14-18/hour, depending on experience

The Company:

AutonomyWorks is a dynamic Social Enterprise whose mission is to create thousands of jobs for people with autism. Our teams support clients around the country on the cutting edge of digital media and technology. Our work includes media operations, campaign 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:

The Job Lead impacts deliverables in two ways. First, they help our Associates with autism perform at a high level of productivity and accuracy. The Job Lead will be responsible for working 1:1 with individuals with autism to help them learn new skills, be successful in a professional office environment, and provide quality deliverables to our clients. This includes providing job coaching, accommodations and process improvements. This individual will possess the ability to interact effectively with Associates and be highly organized.

Secondly, the Job Lead will be part of a team, helping to support the organization and processing of deliverables. The Job Lead will work closely with Solution Leads to support the quality and timeliness of our client deliverables and daily operations. The Job Lead will have a high level of comfort with computers and technology, strong decision-making skills, and competency to develop product expertise across select deliverables.

Key Responsibilities:

Job Coaching (Approximately 40% time 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
- Facilitate peer training and communication between Associates
- Consistently review performance for quality
- Learn AutonomyWorks' processes and select deliverables well enough to coach and train Associates

Deliverable Support (Approximately 60% time allocation)

- Support Solution Lead in daily workflow operations and the quality and timeliness of select client deliverables
- Translate client requests into production tasks
- Review select deliverables for accuracy and completeness
- Build knowledge of AutonomyWorks' solutions, including processes, tools, and partners
- Assist Associates with problem solving while implementing tools and procedures to reinforce problem solving techniques



Skills and Knowledge:

Problem Solving Skills

- Proactive problem-solving skills; ability to support multiple projects with rapidly altering priorities and tight deadlines.
- A commitment to creating new ways of approaching and solving existing problems with innovative solutions.

Communication

- Clear and direct communication skills.
- A positive attitude and the ability to thrive in a collaborative environment.
- A desire to interact with others most of the working shift.

Passion

- Willingness and aptitude to learn new competencies and skills quickly.
- Desire to be part of a highly motivated, passionate team.

Technology and Computers

- Technology aptitude to be able to understand how our tools work to explain them to our Associates and help troubleshoot problems.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, Paint) and other basic desktop applications.

Qualifications and Experience:

- Experience tutoring/job coaching/supporting others preferred
- High level of comfort with computers and technology
- A 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. AutonomyWorks is an Equal Opportunity Employer that values the strength diversity brings to our workplace.