



Job Title: Autism Consultant	Department: Client Services	Effective Date: Feb 20, 2007
Reports to: Director of Client Services	Direct Reports: None	FLSA: Non-Exempt
Working Conditions: Normal, no adverse or hazardous conditions.		

Primary Purpose:

The Autism Consultant, working under the supervision of the Director of Client Services and in collaboration with the Autism specialist, will help Westside Regional Center (WRC) further our mission of providing the highest quality and most effective service delivery and support to our clients with autism. Specifically, the consultant will work to provide up-to-date, accurate information, consultation and training for staff, clients and community agencies; to evaluate our current level and quality of service; to evaluate the outcomes of service provision; to use these results to develop further services; and to collaborate with others regarding programs and resources.

WRC is one of 21 private, nonprofit, state-funded agencies throughout California mandated to provide a wide range of supports and services to people with developmental disabilities. It is WRC's mission to empower people with developmental disabilities to achieve their greatest potential.

Principal Duties and Responsibilities:

1. Provides up-to-date, accurate information, consultation and training to staff, clients, families and community agencies on effective assessment, management, outcomes and resources appropriate for those with autism.
 - Develops and maintains a searchable database of high-quality evidence regarding autism published in the scientific literature.
 - Develops, delivers, and evaluates training and education sessions for Regional Center staff, service providers, families and the larger community
 - Serves as a resource for the WRC community on the most current, evidence-based literature on autism
2. Evaluates and ensures the quality and effectiveness of autism-related services provided to WRC clients and their families.
 - Coordinates autism services provided by WRC, including review of progress reports and requests for changes in services.
 - Reviews requests for funding of behavioral and/or counseling services for those with autism
 - Designs and implements an evaluation tool for WRC staff to measure the effectiveness of service delivery (process evaluation).
 - Develops appropriate outcome measures for service providers to gauge developmental progress and to assess intervention needs (outcome evaluation)
 - Develops and maintains an outcome database and collaborates with WRC staff in reviewing the outcomes of clients with autism who attend intervention programs.
 - Assists Community Services staff with ongoing quality assurance activities by visiting residential facilities to plan, implement and manage quality assurance of intervention programs



Westside

REGIONAL CENTER

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3. Provides technical assistance, consultation, direction and support in the development of intervention services.
4. Collaborates with community agencies providing services for clients with autism.
 - Meets with the autism service providers quarterly.
 - Attends planning meetings when needed for autism technical assistance.
 - Participates on local task force projects designed to create resources for clients.
 - As part of an ongoing Learning Collaborative, meets with community agencies, school districts and providers to enhance services to clients with autism.
5. Consults regarding administrative procedures relative to providing services for clients with autism
 - Consults with management team and supervisors to develop policy and procedures governing the delivery of autism-specific services.
 - Writes reports and guidelines relevant to agency utilization of autism services.
 - Participates in agency grant writing that involves autism services and programs, along with Autism Specialist.

Job Specifications (Knowledge, Skills and Abilities):

- Minimum of Masters Degree and professional licensure in health field preferred.
- Strong behavioral background with an emphasis on issues related to autism
- Minimum of 4 years work experience in the field of Autism
- Competency and experience in literature review, needs assessment, program evaluation, and quality assurance
- Proficiency with Microsoft Word, Excel, Access, and Outlook and the ability to learn new applications quickly
- Proficiency with database management
- Excellent written and verbal communication skills
- Ability to work closely with others while maintaining a professional demeanor and contributing to a positive work environment