



ELEVATING THE SPECTRUM
FOR INDIVIDUALS WITH AUTISM

Life Enrichment Program Field Lead - Job Description

Job Description for: Life Enrichment Field Lead	Start Date: April 2022
Reports to: Clinical Lead	Section: Life Enrichment, ACE
Starting Wage Range: \$21-\$23.00/hour	Term: Full time, year-round, Hourly, Non-Exempt

About Ascendigo: Ascendigo is a nonprofit organization that enhances the lives of children and adults living with Autism Spectrum Disorder through outdoor and sports education, employment, adventure camps, community integration and an array of autism focused behavioral health services. We are headquartered in the beautiful Roaring Fork Valley of Colorado and provide programming for individuals with autism of all ages from Aspen to Rifle.

Job Summary: The Life Enrichment Program Field Lead (FL) will collaborate with the Life Enrichment Program Coordinator, Clinical Leads, Operations Manager, Clinical Operations Supervisor, Director, fellow Field Leads and other parties within Ascendigo to ensure the implementation of the Ascendigo Way in working with our adult clients.

Essential Job Functions:

- Become fully trained on all Life Enrichment Cases and provide physical, behavioral and crisis support where needed for our Adult Clients.
- Review staff and activity schedules daily to determine how to best support your teams.
- Act as a sub or fill-in to support across clients, if needed.
- Rank levels of need on each team during the week/day and provide additional support in those cases.
- Model and ensure meaning and purpose in supporting Direct Service Providers by building and/or working on companionship, behavior therapy, skill building, community and social engagement, transportation and travel, data collection and progress monitoring.
- Ensure Direct Service Providers are practicing the guidance of the Ascendigo Way, our Employee Manual, and our Policies and Procedures.
- Ensure that Direct Service Providers are following plans and protocols for specific targets, as written by the BCBA and/or Behavior Specialist.
- Collect data and ensure that data collection is taking place across Direct Service Providers.
- Field Leads are the first point of contact for crisis, responsible for providing immediate support to skills trainers during work hours.
- Act as a role model and example for submitting accurate billing, notes and data in a timely manner.
- Responsible for assisting Clinical Leads with the development and organization of participant materials.
- Able to drive and is comfortable driving large vans.

Other Job Duties: Arrives to work on time, engages in appropriate behavior with clients at and outside of work, appropriate interactions with supervisors & managers, attends trainings, meetings and collects data. Is up to date on all program changes and modifications and implements new programs.

Physical Requirements/Equipment Used: Basic computer skills (MS Office, email, social media), lifting and moving light to heavy objects (up to 25 pounds), use of full physical prompts for teaching or safety, competent to learn new technologies related to disabilities, good physical fitness to accompany residents on exercise and recreational activities. Must be able to operate household maintenance tools such as lawn mowers, leaf blowers, etc.

All staff who work directly with clients must be vaccinated for Covid-19

Qualifications: The FL should have experience working in natural settings, and with challenging behaviors, or be willing to learn these skills, as well as experience in working with older individuals with autism (18+).

- Knowledge of computers, including email, spreadsheets, basic office software, online shopping, social media which residents use, and knows or is willing to learning and become proficient in technology specific to people with disabilities.
- Knowledge of the field of autism as it pertains to adults.
- Understanding and use of behavioral approaches as practiced by Ascendigo, including the Ascendigo curriculum and Way,
- The ability to allay maladaptive behaviors while maintaining calm and composure, principles of Natural Developmental Behavioral Interventions (NDBI), using positive behavior support plans and recognizing natural teaching opportunities and acting on them.
- Knowledge of healthy nutrition and basic cooking skills.
- Basic knowledge of physical fitness and exercise regimens and willing to engage in physical activities including outdoor activities with residents.
- Ability to handle the personal care of residents with sensitivity and caring.
- Possess effective skills in active listening, coaching, and human supervision.

In addition, the successful candidate:

- Must be age 21 or over and have legal working status.
- Must maintain a valid driver's license and excellent driving record.
- Must meet our background check requirements and not be flagged in any state databases.
- Must successfully complete required training.
- At least 3 years in related fields.
- Should have at least a high school diploma.
- Understands that some households may be under security surveillance including but not limited to video monitoring, and that video may be reviewed on a need-to-know basis on request by the Ascendigo CEO/President.
- Is able to travel for occasional professional development and client activities.

Knowledge, Skills, Abilities: This job requires certifications or successful training completion for CPR/First Aid, crisis management and medication administration. Willingness to take Registered Behavior Technician courses.

Personal Characteristics: The FL should be committed and passionate about the Ascendigo mission of a holistic, active, community-based, independent, and person-centered life. He/she should believe in the dignity and potential of our clients. Additionally, the supervisor should:

- Show maturity, responsibility, and dependability and follow through on tasks with modest supervision.
- Be diplomatic and discreet: commitment to maintain strict confidentiality and respect of residents and the privacy of residents and their families.

- Be proactive: taking the initiative, willing to pitch in and assist.
- Behave ethically: understand ethical behavior and business practices and ensure that their own behaviors and other staff is consistent with these standards and aligns with the values of Ascendigo.
- Build relationships: establish and maintain positive working relationships with others, both internally and externally, to achieve client goals.
- Communicate effectively: speak, listen, and write in clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: develop new ways to improve operations of Ascendigo and to create new opportunities.
- Focus on client needs: anticipate, understand, and respond to the needs of clients to meet or exceed their expectations and provide high quality care.
- Foster teamwork: work cooperatively and effectively with others to set goals, resolve problems, and make decisions.
- Lead: positively influence others to achieve results that are in the best interest of Ascendigo.
- Make decisions: assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of Ascendigo.
- Organize: set priorities, develop a schedule to accomplish required tasks monitor progress toward goals, and track details, data, information, and activities.
- Solve problems: Assess problems situations to identify courses, gather and process relevant information, generate possible solutions, and make recommendations and/or solve the problem.