Under the general supervision of the Program Director, the Associate Program Manager for Teen and Adult Services assists in the direction, supervision, and growth of Aspire’s programs for teens and adults with social-cognitive deficits including Asperger’s Syndrome, High Functioning Autism, Pervasive Developmental Disorder, Nonverbal Learning Disorder and related challenges. The Associate Program Manager will be designated as a primary leader of specific teen/adult summer programming (i.e. Transitions, Explorations) and provide support for other teen/adult programming. The Associate Program Manager coordinates the Aspire intake processes for teen and adult programming and conduct intakes for teen and adult services throughout the year.

The Associate Program Manager assists in the further development/implementation of high-quality clinical services to meet the needs of the individuals/families served by Aspire. Principle duties include collaborating with the Program Director to function as on-site leadership for designated summer programs; developing and implementing curriculum for program services and leading groups during the academic year; and coordination of the Aspire intake process throughout the year.

Position includes leading groups on Saturdays during the academic year.

1. Assist in the development and implementation of new and ongoing year-round programming for teens and adults with social cognitive challenges.
   a. Provide onsite leadership of the designated programs/groups during the summer and academic year including:
      i. Leading multiple (i.e. 5-6) weekday groups (i.e., Monday-Thursday) and on many (average of 21) Saturdays during the academic year.
      ii. Leading a designated site of summer programming (e.g., Transitions or Explorations Programs).
      iii. Maintaining clear and succinct records of: lesson plans, feedback on sessions, and data as requested. Meeting deadlines for completion of program summaries for academic year and summer programming.
      iv. Rescheduling any group sessions missed due to weather cancellations.
      v. Establishing and maintaining rapport with participants and staff in assigned groups/programs.
   b. Create a welcoming environment for participants and families. Maintain strong communication with families and offer guidance.
   c. Help to design schedules, curricula, activities, and programming. Help to create and maintain innovative staff and participant curriculum manuals. Develop and implement behavior and social
Job Description

support plans as needed. Participate in ongoing evaluations and research studies of the teen and adult programs.

d. Assist in recruitment, hiring, training, and supervision of year-round and seasonal staff working with the designated Program(s). Help to design and develop training for staff. Assist in conducting weekly clinical supervision sessions and additional training workshops as needed.

e. Maintain strong communication with families and provide support for case management and generalization of skills. Assist in providing support groups, workshops, and training for families of program participants.

f. Collaborate with schools and other professionals as needed.

g. Lead presentations at parent groups, workshops and local or regional conferences.

h. Ensure the health and safety of the participants in all programs. Ensure staff maintain an organized and clean environment.

i. Assist in the development and implementation of designated program(s) during the academic year.

2. Coordinate the Aspire intake process (i.e. Teen and Adult Programs) and conduct intake assessment and placement for teen and adult services throughout the year.

a. Regular meetings with Aspire intake team (including administration) to ensure collaboration, communication and efficient processes to conduct intakes for program participation.

b. Conduct intakes for applicants to teen and adult services throughout the year and coordinate placement into programs.

3. Communicate with other Aspire leaders and participate in meetings.

a. Meet regularly with supervisor to discuss issues, get input and provide updates.

b. Work collaboratively with other members of the Aspire team to address operational issues and projects.

c. Participate in Aspire meetings as needed.

4. Perform other duties as requested

**QUALIFICATIONS:** (MUST be realistic, neither overstated nor understated, and related to the essential functions of the job.)

Master’s degree in related field required. Must have a minimum of 2 years experience working with children/families with autism spectrum disorder.

**SKILLS/ABILITIES/COMPETENCIES REQUIRED:** (MUST be realistic, measurable, objective, and related to the essential functions of the job.)

- Working knowledge of many of these areas of expertise: social thinking, sensory processing, group development, behavioral management, and adolescent and emerging adult development.
- Desire to provide direct instruction in social, organizational, and life skills to adolescents and adults.
- Knowledge and understanding of individuals with social-cognitive deficits including Asperger’s Syndrome and ASD.
- Knowledge of theoretical basis for running social skill groups.
- Ability to work independently and be flexible.
- Ability to write summary reports, using both clinical and word processing/computer skills.
- Desire to work with disadvantaged youth and families.
- Strong interpersonal skills. Desire to work in team-based environment.
- Program design and development experience preferred.
- Leadership skills (ability to provide feedback, modeling, and teambuilding).
- Problem solving skills (ability to identify problems, recommend solutions, make effective decisions).
- Team building skills (ability to supervise and build a strong working team).
**WORKING CONDITIONS:** Describe the conditions in which the work is performed.

Locations currently include Lexington and Newton and Charlestown. Also, on site work with various outdoor and indoor employers is required.

**SUPERVISORY RESPONSIBILITY:** List the number of FTEs supervised.

Year-round staff (1-3)
Seasonal staff (10)

**FISCAL RESPONSIBILITY:** Indicate financial "scope" information, i.e.: size of budget, volume, revenue, etc.

Prudent use of hospital resources

**APPROVAL:**

<table>
<thead>
<tr>
<th>(NAME)</th>
<th>Department Mgr.</th>
<th>Ann Giauque</th>
<th>Title: Administrative Director</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(NAME)</th>
<th>Other, As Appropriate</th>
<th>Title:</th>
<th>Date:</th>
</tr>
</thead>
</table>

*The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.*