



autism south africa
 the children's memorial institute
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Job Description

Job title: National Education Facilitator	
Place of work: Autism South Africa head office in Braamfontein	
Working hours: 39 hours a week	Salary Range:
<p>Description of the organisation: Autism South Africa (A;SA) is an NPO, and was founded in 1989 by concerned parents and professionals as a lobbying and networking organisation. It is now the recognised national body for autistic people in South Africa. A;SA has a footprint representation in eight provinces. A;SA is registered in terms of and governed by the Non-Profit Organisations Act 71 of 1997. A;SA's NPO number is 000-454</p>	
<p>Mission of the organisation:</p> <ul style="list-style-type: none"> • Celebrate and champion the diversity and creativity of autistic people • Partner with and be relevant to autistic persons, their families and communities • Identify and address the differing and changing needs of autistic infants, children, adolescents and adults • Promote and protect the rights and advance the interests of all those within the autism community • Lead autism awareness, inclusion, support and advocacy throughout South Africa • Draw on and contribute to national and international experience and expertise in the field of autism, • while retaining a local and regional focus on its challenges and opportunities 	
Key customers: Autistic children and adults, as well as the professionals, families and other individuals working with them	
Reports to: National Director	Supports: Regional Development Officers

Works with:

All staff members

Size of the work team:

Autism South Africa has 12 staff members

Job purpose:

ASD specific upskilling and empowerment of professionals, families and other individuals working with autistic children and adults.

Autism South Africa strives to see all autistic people have full participation as equal members of society. By upskilling those that work with these individuals this purpose is being achieved.

Duties and responsibilities:Specialist ASD specific training

Including, but not limited to:

- Interventions (knowledge on theory)
- Sensory related issues
- Behaviour
- Adaptations for all support levels
- Toilet Training

Hands-on-Autism

Online and face-to-face:

- Resource Management (stock control, ordering, distribution)
- Set-Up – Site identification, co-ordination and communication
- Skill Sharing (Train-the Trainer)
- Administration of course
- Implementation

Advocacy

Actively contribute to the advocacy programmes and legal cases that advocate for the rights of autistic person, such as the Centre for Child Law class action case.

Support

- School Support and Classroom set-up
On-site support over a period of time
- Family Support
Home visits, follow-ups, home programme development
- Community Support
For example, STARS group; identify a need and develop activity to address need; Design and Implement new and exciting community outreach projects
- Autistic Person with ASD individualised support
Needs Analysis and Individual relevant programme development, support, implementation and follow up

Duties and responsibilities (continued):

Networking

Attend and contribute to Autism SA meetings

- Weekly staff meetings (at times the candidate will be required to convene and chair the meeting)
- Weekly management meeting
- Quarterly NEC meeting

Other

- Attend networking meetings, as and when required, such as the National Child Care and Protection Forum
- These range from local, provincial to national meetings

National Outreach Programmes

Pro-active needs analysis of provincial communities and travel to provide support and training

Article Writing

Articles written pro-actively identifying areas of interest within the community at least 1 per month

Administration and Report Writing

Administration and report writing complete within the specified time frames for each form

National Awareness

Coordinate the World Autism Awareness and Acceptance day marketing and events for the head office

Working conditions:

Autism South Africa's head office is located in the Children's Memorial Institute.

The candidate will use their own vehicle/transport to and from work

The candidate will use their own vehicle for work related purposes (approved travel costs will be reimbursed according to company policy)

There is at least 25% travel required, in and around Gauteng, South Africa and to a lesser degree, international travel

There is a *work from home policy* in place to mitigate the impacts of Covid-19.

Minimum level of Education:

Bachelor of Education

Qualifications/trainings required:Required

A qualification in education.

PGCE or B.Ed

Advantageous

Post graduate certificate or degree in a related field (for example, education, psychology, social sciences)

Knowledge requirements:In-depth knowledge of autism

- A medical and social model of understanding
- Understanding of:
 - Communication
 - Behaviour
 - Social Interaction
 - Sensory
 - Different levels of autism
 - Co-morbidities in autism
- Knowledge of different autism friendly interventions
- Research on autism and autism interventions
- Staying up to date with the autistic community and what works for them – listening to the autistic voice

Thorough understanding of the following documents, and how to implement them:National

White Paper 6 on Inclusive Education

School's Act

SIAS Policy

WRPD

PERPUDA

Technical Assistance Guidelines on the Employment of People with Disabilities (TAG)

Children's Act

SIAS Policy

South African Council for Educators – Ethics

Regional and International

UNCRPD

Skills required:Communication skills

Business writing

Report writing

Media articles; Radio and TV interviews

Public speaking; Presenting and facilitation

Critical thinking and research skills

Skills required continued:People skills

Leadership

Networking (from national official level to local)

Organisational skills

Plan, organise, implement and evaluate training interventions (Hands-on-Autism face-to-face and online; Intro to Autism, other training as required)

Functions planning and management

National awareness drives and events (WAAD, DRAM, Annual Autism Symposium)

Stock control of training equipment, hand-outs and consumables

Advantageous

Makaton

Timian

PECS

TEACCH

Social Stories

Financial management (particularly of projects)

Personal Traits:

Integrity

Emotionally Intelligent (empathetic, self-aware, self-control, socially-aware, assertive)

Diplomatic

Flexible

Teachable (genuine desire for lifelong learning and growth) and curious by nature

Team player

Ability to relate to all people

Prior experience:Required

A minimum of five years classroom experience in a class for autistic children

Advantageous

Facilitation and training of adults and professionals

Technical skills required:

Advanced MS package, specifically PowerPoint, Word, Publisher and Excel

Zoom (and other online meeting platforms)

Familiar with Moodle

Good understanding of Google Drive and Documents

Language skills required:

Above average English communication skills:
Reading, Writing and Speaking

A second South African language is advantageous.

Physical requirements:

Occasional lifting of training materials boxes
Office is situated on the fourth floor of the Children's Memorial Institute with unreliable lift access
Frequent long-distance travel, at times by motor vehicle

Legal requirements:

The candidate must legally be allowed to work in South Africa.
The candidate must provide Autism SA with proof of clearance against the

- National Child Protection Register and
- The Sexual Offences Register

(This is NOT negotiable. No appointment will be made if this requirement is not met).

Other:

Willing and able to travel at least once a month for one week at a time, on a national level
Possibility of regional (for example Namibia) international travel
Ability to work with all levels of government, in an assertive but diplomatic manner, and to retain bridges that have already been established between Autism SA and various government departments as well as the autistic community within South Africa and internationally
Able to meet the person in the moment to address their need
Willing and able to do any other reasonable task as required by the nature of the position