



Job Posting

Breakthrough Autism is all about helping children with autism reach their full potential and recognizing them as the wonderful individuals that they are. A key part of our Applied Behaviour Analysis (ABA) services is making sure that families are a part of the teaching process. In fact, it's our ultimate goal to empower families with the knowledge, strategies and tools that will enable them to have more control over their children's progress and create teachable moments on their own.

Scheduling Coordinator & Office Assistant Breakthrough Autism Centre Richmond Hill, ON

Breakthrough Autism is looking for a detail-oriented individual to join the Centre as a full-time Scheduling Coordinator & Office Assistant. This individual is responsible for preparing and maintaining the daily schedules of the Breakthrough Autism team, pairing Instructors to Clients to provide the best service possible. The position is for a one-year contract with the possibility of becoming permanent at the end of the contract.

Description of duties:

- Prepare the staff schedule using a scheduling software system.
- Prior to the start of services on a daily basis, make revisions to the schedule to accommodate staff or client absences when necessary.
- Schedule and track make-up sessions for clients.
- Foresee long-term scheduling needs and plan for staff vacation periods.
- Answer the phone and redirect as necessary.
- Provide administrative support as directed.

Qualifications of the successful candidate include:

- Strong critical-thinking and problem-solving skills
- Detail-oriented and meticulous with data
- Able to maintain a high standard of accuracy
- Able to work under pressure in a fast-paced environment, with frequent interruptions and changing demands
- Demonstrated organization skills and an ability to prioritize
- Proficiency with Microsoft Office and the ability to learn new software
- Previous experience with scheduling and using scheduling software is an asset

What's in it for you?

- The satisfaction that comes with working in an organization that makes a difference in the lives of children with autism and their families
- A fun, challenging, and supportive work environment
- Comprehensive training and the opportunity to learn new skills and gain experience
- A full-time position (35 hours per week)
- An hourly wage of \$15.00
- Two weeks of paid vacation to start
- The opportunity to enroll in a group benefits plan after one year of employment

Interested? Please send your résumé, along with a cover letter, to careers@breakthroughautism.ca referencing code "SC-WS-MAR17" in the subject line of the email. The deadline to apply is Friday April 28, 2017.

Breakthrough Autism is committed to making the recruitment process accessible to all candidates. Accommodations for disabilities are available upon request. Thanks in advance to everyone who applies for this position. Please note that only applicants selected for further consideration will be contacted.