TRANSFORMATIVE AUTISM PROGRAM (TAP)
- Summer Internship Job Description -

JOB TITLE: TAP Trainer

EMPLOYMENT STATUS: Non-exempt, hourly

JOB OVERVIEW:

The Transformative Autism Program (TAP) was established in 2018 with the intent to increase the number of young adults on the spectrum that are actively employed. TAP is managed by Meristem. Meristem is a continuing education and transition program for young adults on the spectrum that is located in Fair Oaks, CA. Students work towards greater independence in three core areas.

1. Independent living
2. Post Secondary education
3. Internships & employment

Over the last 18 months, TAP has built a training manual for employers to help them recruit, hire and retain employees that are on the spectrum.

This summer, we will be rolling out the training all across California. We are building our team and seek someone who can connect with and relate to a broad range of stakeholders and perform numerous project management functions.

We thrive on having a diverse team that optimizes our unique abilities to collectively bring young adults on the spectrum and employers the best training and support services possible. We hire based on the individual first and then we work together to build a system around you for success.

JOB DUTIES:

- Coordinate TAP project development, training and implementation for and with selected employers
  - Can you work independently and/or with a small team and:
    - Assess the effectiveness of the TAP training program for respective employers?
    - Interpret feedback from employers in order to develop strategies to overcome challenges employers experience implementing the TAP program?

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Provide direct (face to face) and indirect (phone, email, web-based) support to employers using the TAP training manual?

Collaborate with various internal and external stakeholders on ideas and ways to improve the overall program and/or to expand it?

Manage specific projects from start to finish?

Seek support and assistance from other members of the team as needed?

Be trained in our program methods?

Take part in phone/zoom meetings with professionals?

Be able to answer basic questions about our TAP program?

Learn the basics of our Manual and Lessons for employers?

Able to write professionally via email and use Google suites?

Able to use Google calendar?

Able to speak clearly with clients and co-workers on the phone, in person, and on video conferencing?

*If you answered yes to most or all of the questions above we would really like to hear from you on the condition that you can meet ALL OF the following requirements.

JOB QUALIFICATIONS:

- Must be a resident of Sacramento or Los Angeles counties
- Ages 18-30
- Identify as a young adult with autism
- An intermediate level (or higher) proficiency using a computer (MAC or PC), Google Suite (docs, sheets, slides, calendar and drive) and email
- Able to work at Meristem or remotely with your own equipment
- Can commit to work from June 8 - August 14
- Willingness to commit to a flexible schedule that may be up to 5 hours per day Monday - Friday between 8:00 AM and 6:00 PM.

COMPENSATION:

- $15/hr as a temporary part time employee

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