

The STAGES program at the Chattanooga Autism Center serves autistic adults 18 years old or older. The STAGES program believes that increasing independence ultimately increases overall quality of life as participants reach their full potential. Highly trained and passionate Direct Support Staff work with STAGES participants to help them achieve their personal goals, become better self advocates, improve their access to good employment, and become more independent.

## Job opening for Direct Service Provider (DSP)

### Responsibilities

The DSP reports to the STAGES Program Director.

- The DSP's primary responsibilities is to support STAGES participants and their families through data driven interventions under the direction and supervision from the Program Director.
- Implement individualized programming and support for STAGES participants, and their families/caregivers.
- Work closely with the STAGES Program Director and other DSP's to assist in the development of individualized programs and outcomes.
- Collect and share reliable, accurate data on participant goals.
- Connect with STAGES Program Director on a weekly basis to ensure appropriate supervision and training.
- Meet participants and their families at their homes and in the community to ensure generalization of skills.

### Qualifications

- Bachelor's degree in education, psychology, or related field *preferred, but not required*
- At least one year related experience developing or advocating for individuals, preferably autistic adults, *expected*
- At least 3 contactable references

### Job Specific Qualifications

- Proficiency with adaptive technology, computers, and software especially Google Suite.
- Excellent written, oral communication, interpersonal skills.
- Person-first attitude and customer service oriented skills and ability to work with diverse audiences.
- Independent judgment, problem solving, and collaborative skills.
- Ability to work in coaching capacity with families and caregivers to support outcomes of participants.
- Demonstrated ability to handle sensitive and confidential material in a professional manner, as contacts may involve highly sensitive or confidential information.

### Additional Training Requirements (provided by STAGES as needed)

- First Aid/CPR
- HIPAA
- Infection Control
- Abuse and neglect prevention
- Documentation of Service delivery
- Federal HCBS setting requirements
- Employment Support Focused Learning
- Title VI Course
- Tennessee Conservatorship
- Individualized plan training and supervision
- Assisting People with I/DD in Choice Making
- Person Centered Planning for Individuals with I/DD
- Environmental Safety for Individuals with I/DD, Disability Overview
- Making personal Growth and Dignity Possible, Working with Autistic Adults
- Connecting People with Disabilities and Community Members
- Principles and Practices of Effective Direct Supports

Submit your resume to Sara Dragoo at [STAGES@chattanoogautismcenter.org](mailto:STAGES@chattanoogautismcenter.org)

Include contact information for three professional references.

For more information, call 423-531-6961 option 6 or email [STAGES@chattanoogautismcenter.org](mailto:STAGES@chattanoogautismcenter.org)