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www.autismhousingpathways.org

Autism Housing Pathways seeks a Vice-President (part-time, largely remote)

About Autism Housing Pathways:

Autism Housing Pathways works to educate families in Massachusetts about housing options for adults with developmental disabilities.

Our mission is to enable Massachusetts residents with developmental disabilities and their families to find or create sustainable, supported, self-directed housing that meets their needs and contributes to their quality of life.

Autism Housing Pathways (AHP) is a family-driven, membership-based organization serving individuals and families in Massachusetts impacted by autism and other developmental disabilities. We have the following core goals:

- Building the capacity of families to find or create housing solutions for their family members with disabilities
- Building the capacity of individuals to maintain tenancy
- Improving the professional development of direct support staff
- Conducting research on the housing needs and resources of the Massachusetts autism community
- Building the capacity of the housing sector to meet the residential needs of individuals with autism

We focus most strongly on the first goal, doing this in a staircase fashion, using a variety of tools, including:

- The Turning 18 checklist
- Two 2-hour presentations, "Thinking about housing" and "Applying for housing"
- "Learning about housing", a five-part workshop for families, about 15 hours in total
- Individual housing counseling and application assistance

Autism Housing Pathways is a remote organization; all our services are currently delivered virtually.

Job description:

Autism Housing Pathways seeks a part-time vice-president to understudy the role of the president (who is the chief operating officer). This position is part-time but has the potential to expand to full-time over the next five years. The Vice-President will learn to deliver all the tools outlined above, enabling Autism

Housing Pathways to expand the number of families it can reach. The Vice-President will also help facilitate new services, such as Family Action Meetups (FAMS), which are monthly opportunities for families to connect and learn about housing models.

The Vice-President will receive training in the principles of HUD housing counseling, with an emphasis on rental counseling; Aging and Disability Resource Centers Options Counseling; and non-profit management.

Qualifications:

- Knowledge of the Massachusetts human services system.
- Ability to work a flexible schedule, including evenings and/or weekends as needed. While the position is largely remote, occasional in-person work may be required.
- Excellent communication and interpersonal skills, including writing, editing, and presenting.
- Proficiency in Microsoft Office, especially Word, PowerPoint, and Excel. Experience with Microsoft 365 is a plus.
- Experience with Zoom.
- Personal or professional experience with developmental disabilities is strongly preferred.
- Written and/or verbal language skills in any one of these languages is strongly preferred: Arabic, Haitian Creole, Mandarin, Portuguese, Spanish, and Vietnamese.
- Candidate must concur with the Consensus Principles elucidated by the 2016 MA Autism Housing Think Tank (<https://autismhousingpathways.org/wp-content/uploads/2022/01/ConsensusPrinciplesRevised.pdf>)
- Applicant must agree to provide information for a CORI (criminal records) check

Compensation:

This is a salaried position, with compensation the first year of \$25,000. Initially, this is a 20 hour a week position, with periodically variable hours. As the position develops, compensation will be revisited annually.

To apply:

Submit a resume, cover letter, and writing sample of 250-500 words to AHPhousing@comcast.net.

In the second round, candidates will be invited to do an interview and 15-minute PowerPoint presentation on a topic of their choice via Zoom. Second round candidates will need to provide information for a CORI check.