MADISON HOUSE AUTISM FOUNDATION

MADISON FIELDS
A MADISON HOUSE AUTISM FOUNDATION PROJECT

Vocational Skills & Job Readiness Training Coordinator
Job Description

Background:

Founded in 2008, **Madison House Autism Foundation**'s mission is to promote, model and advocate for the full inclusion of adults with autism and their families in the life of our communities, and to expand choice and opportunity in housing, employment, and social participation.

Located in Montgomery County's Agricultural Reserve, **Madison Fields** is a 265-acre working farm and community campus that offers job readiness and skills training for adults with autism and other intellectual and developmental disabilities(A/I/DD). It also serves the greater community by providing agricultural education, diverse indoor and outdoor spaces for personal or corporate events, and individual and group volunteer opportunities to support our mission.

Position Summary:

The Vocational Skills & Job Readiness Training Coordinator supports vocational training, job readiness, and workplace success for adults with A/I/DD participating in an employment and skills development program. Working under the supervision of the Vocational Skills & Job Readiness Training Manager, this position helps participants build practical job skills, workplace confidence, independence, and social communication abilities through structured instruction, hands-on learning, coaching, individualized support, and meaningful work experiences.

Duties:

Participant Support & Job Coaching

- Assist with writing daily schedule/job tasks for program participants.
- Lead pre-planned lessons (e.g., showing new program members how to do skills, speaking to participants about safety issues, etc.).
- Assist with group discussions and encouraging participants to contribute.
- Work alongside program participants and set an example for how work should be completed.
- Provide direct support and coaching to adults with A/I/DD participating in vocational and life skills programming.
- Assist participants in learning and practicing job readiness and workplace behavior skills, including: punctuality and attendance; following directions; workplace communication; teamwork and collaboration; task initiation and completion; flexibility and adaptability; self-management and problem-solving; and appropriate workplace conduct and professionalism.
- Support participants in developing confidence, independence, and self-advocacy skills.
- Help adapt instruction and communication methods to accommodate varying

learning styles, sensory needs, and communication preferences.
- Reinforce positive behaviors and implement individualized support strategies consistent with program goals.
- Assist participants in transitioning between tasks and work environments.

Vocational Skills Training
Assist in providing hands-on training in:
- Groundskeeping and basic landscaping.
- Gardening tasks.
- Animal care tasks, including feeding, watering, grooming assistance, and cleaning stalls.
- Soapmaking.
- Furniture refinishing and woodworking.
- Hospitality (housekeeping and event support).
- Cleaning and organizing workspaces.
- Safe use and storage of tools and equipment.
- Workplace safety procedures and routines.

Program Operations
- Help maintain a safe, organized, structured, and supportive learning environment.
- Monitor participant progress and communicate observations to supervisors and team members.
- Document participant attendance, task completion, skill development, and support needs.
- Assist with preparing materials, organizing work assignments, and setting up training activities.
- Support scheduling and participant transitions as needed.
- Participate in staff meetings, training sessions, and program planning activities.
- Assist with maintaining barns, grounds, tools, supplies, and equipment.

Required Qualifications:

- High school diploma or equivalent required.
- Minimum 2-3 years of experience working with adults with A/I/DD in educational, vocational, recreational, behavioral health, agricultural, or community settings.
- Demonstrated interest in supporting employment readiness and independence for adults with A/I/DD.
- Ability to work outdoors in varying weather conditions and perform physical tasks, including lifting, bending, standing, walking, and basic manual labor.
- Basic knowledge of farm, barn, landscaping, groundskeeping, custodial, or maintenance tasks.
- Strong interpersonal, communication, and teamwork skills.
- Ability to remain calm, patient, organized, and flexible in dynamic environments.
- Ability to provide clear instructions and positive behavioral support.
- Reliable transportation and valid driver’s license.
- Ability to pass required background checks.

- CPR/First Aid certification (or to be completed within 90 days).

Preferred Qualifications:

- Associate's or bachelor's degree in special education, psychology, social work, rehabilitation counseling, occupational therapy, vocational rehabilitation, human services, or related field.
- Experience providing job coaching, supported employment, vocational training, or workforce development services for adults with A/I/DD.
- Knowledge of neurodiversity-affirming practices and person-centered approaches.
- Experience working in farm-based, equine-assisted, agricultural, horticultural, or outdoor vocational programs.
- Experience supporting individuals with sensory, communication, behavioral, or executive functioning differences.
- Experience with data collection, progress tracking, or individualized support plans.
- Familiarity with workplace readiness curricula, supported employment models, or transition-to-employment programming.
- Veterans and transitioning service members are strongly encouraged to apply.
- Second language proficiency (e.g., Spanish, Chinese, Korean, etc.).

Location: Dickerson, MD

Employment Type: Full-time (40 hours per week)

Salary Range: $48,700-$53,700

Actual base salary may vary based on, but not be limited to, relevant experience and base salary of internal peers.

Benefits: Health insurance, retirement savings plan, paid holidays, vacation days, and wellness days.

Send resume and cover letter to: jobs@madisonhouseautism.org