

# Accessibility Standards Canada (ASC) Project

A Neurodivergent Lens: Recommended Practices for Neuroinclusivity



## Position Details

<b>Position Title:</b>	Community Liaison
<b>Type of Work:</b>	Estimate up to 20 hours/week
<b>Period of Work:</b>	September 1, 2022 to June 26, 2024
<b>Rate of Pay:</b>	\$60/hr (plus eligible benefits)

## Organization Background Information

The Research, Education, Accessibility and Design (READ) Initiative is a department of Carleton University (Ottawa, Canada) that provides leadership and research excellence in accessibility for persons with disabilities. Visit <https://carleton.ca/read/> to learn more.

## Project Overview

The READ Initiative has recently received funding from **Accessibility Standards Canada (ASC)** through a Contribution Agreement to undertake a project called: *A Neurodivergent Lens: Recommended Practices for Neuroinclusivity*. We are seeking a Project Administrator to work collaboratively with the Research Lead for the project, and to undertake support for the project team and the day-to-day operations of the project.

The Community Liaison will work alongside with the Research Lead, Project Administrator, Community Liaison, and a dynamic team of researchers, collaborators and Research Assistants, to generate a targeted yet widely adaptable set of recommended practices to apply a neurodivergent lens to accessibility standards development. By facilitating the incorporation of neurodivergent perspectives, this project will give standards developers and others a new way to identify, remove, and prevent barriers to accessibility and inform the development of the next generation of model accessibility standards.

<b>Principal Investigator (PI):</b>	Dr. Boris Vukovic, Director, READ Initiative
<b>READ Lead &amp; Project Supervisor:</b>	Tara Connolly, Assistant Director, R&D
<b>Project Collaborators:</b>	Conference Board of Canada (CBoC) Canadian Autistic Spectrum Disorder Alliance (CASDA)

## Position Responsibilities

The Community Liaison, under the direction of the Research Lead and the Project PI and Collaborators, will be responsible for playing a key role in both engaging with and recruiting the community of divergent thinkers and provide expertise on neurodivergent thinking, as it relates to the needs of the project. Key duties will include, but not be limited to:

## Duties

- Complete any required trainings and adhering to policies, guidelines and procedures set out by University
- Adhere to the project Data Management Plan.

- Helps implement the process of recruitment of community participants, including outreach and engagement to a diversity of community members.
- Inform and provide feedback related to project activities, resources created and communications.
- Supports Project Coordinator in information, informing and preparing content for meeting materials, training modules, etc.
- Assist with identifying key stakeholder groups to reach out to, to ensure an intersectional approach

## Job Requirements and Qualifications

- Bachelor degree and/or equivalent with at least 4 years+ related experience in community outreach.
- Proficient in English language with excellent oral and written communication skills (required); ability to communicate proficiently in French an asset but not required.
- Knowledge of the lived experiences within neurodivergent communities
- Demonstrate professionalism and teamwork.
- Proficient using tools from the MS Office Suite (i.e. MS Word, Excel, Teams, Office, PPT, etc.).
- Comprehensive understanding of disabilities, disability community, accessibility, and the navigation of barriers to accessibility, either through lived-experience or other experiences of engagement.

This job is suited for someone with a combination of skills and knowledge in the following areas:

- Accessibility/Disability (specifically with a neurodivergent lens)
- Communication Skills

## Working Conditions

- **Research Team** – The Team will be comprised of a Research Lead, Project Administrator, Community Consultant, 1-2 Research Assistants as well as a team of 2-4 Researchers/Collaborators. The Project Administrator will contribute to the daily oversight of the Research Assistant Team and will collaborate with and support the Research Lead, and the Research Team as needed.
- **Working hours** – Required to be available to facilitate meetings during typical operating hours of Monday to Friday between 9am and 4pm with flexibility around scheduled meetings (to a max 35hrs/week).
- **Physical Work Environment** – A significant portion of the project will be conducted virtually, via conference/zoom calls, and there may be an expectation for in-person meetings on campus or at other agreed upon locations. The campus workspace includes a variety of open/closed workspaces available, dependent on individual needs.
- **Expectations** - High pace, collegial and professional, limited structure/autonomy, firm deadlines and deliverables as dictated by approved funding agreement.

## Accommodations and Accessibility

Should you require a copy of this posting in an alternate format, please contact us as soon as possible and we would be happy to get one to you in a timely manner. We believe in the importance of supporting on-the-job success for the incumbent and are pleased to discuss and/or provide specific tools, resources or other requirements, as needed. We welcome the opportunity to speak with you about how we can accommodate your success on this project.

## Important Information for Potential Candidates

It is important to note that this project has a defined start and end date as approved by the Funder of the project, therefore there will be no opportunity for extension of this term contract. If you would like more information on the status of this position, please contact our office prior to the posting deadline and we would be pleased to answer your questions.

## How to Apply

Candidates that are committed to fulfilling the entire term and requirements of the position are invited to submit their cover letter along with a resume/CV to the attention of Julie Caldwell, Assistant Director, READ Initiative at [read.initiative@carleton.ca](mailto:read.initiative@carleton.ca) by **11:59 p.m. on Sunday, August 28<sup>th</sup>, 2022.**