

**JOB DESCRIPTION – Flexible Day
 Support Worker**

Department:	Day Team	Accountable to:	Tutors, Day Service Manager
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Purpose of the Post:

To be responsible to the Day Service Manager through the Tutors in providing support for people with autism spectrum condition.

To provide professional flexible day and evening opportunities to adults and young people with autism spectrum conditions, promoting development of the individual's full potential through support to the individual and their family.

Duties and Responsibilities:

1. To ensure that high standards of professional care and practices for service users are established and maintained, including appropriate attention to their physical, cultural, social, educational, recreational and emotional needs.
2. To contribute to the delivery of a curriculum of relevant activities based on an individual weekly timetable.
3. To develop and maintain positive working relationships within the team.
4. To contribute to the preparation of reports to the required organisational standard and to participate in reviews for individuals.
5. To ensure that all records and administrative records are kept up to date and are secure. To take an active involvement in drawing up support plans / programmes and ensure that they are fully understood and implemented.
6. To attend and contribute to staff meetings and in-service training, including all mandatory training.
7. You are required to attend appraisal and supervision and support your continuing professional development.
8. To liaise with families and external agencies in a professional manner and record appropriately within the bounds of confidentiality.
9. To contribute to the safekeeping of all day service equipment and maintain financial resources as per organisational policies and procedures.
10. To accept delegated responsibility for financial resources of the service users and to ensure that such financial resources are deployed cost-effectively so that the service user gets value-for-money when purchasing.
11. To encourage self advocacy and respect dignity at all times.
12. To work within equal opportunity guidelines whilst demonstrating diversity and respect for individual choices.
13. To protect each individual from danger, harm and abuse in accordance with current safeguarding adults legislation and be responsible for the general welfare and security of those within your care.
14. In the event of an emergency or crisis beyond the scope of post holder, contact service manager or on-call manager for advice and assistance.
15. To ensure that medication is administered as prescribed.
16. To support and access opportunities within the community whilst endeavouring to provide a safe environment.

17. To actively support individuals in all areas of personal care on a daily basis whilst promoting and maintaining independence.
18. To work in accordance with Autism East Midlands policy on managing challenging behavior using non-aversive techniques and follow BILD guidelines.
19. To undertake key worker / link worker responsibilities.
20. To participate and contribute to the decision making process in the development of the day service.
21. To work on a rota basis to cover at short notice or in an emergency.
22. To ensure that your conduct within the community does not conflict with the professional expectations of Autism East Midlands.
23. To undertake other duties appropriate to the position as delegated by the Day Service Manager through the Tutors.
24. Conform at all times with health and safety requirements set down in legislation and adhere to safe working practices, health and safety policies and other procedures.
25. Comply with Health and Safety, Fire Regulations and Autism East Midlands policies.
26. If you have a valid driving licence and are able to drive, it is expected that you will undertake driving duties with service users as requested.
27. To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

Equal Opportunities Statement

Autism East Midlands has a strong commitment to working towards the achievement of equality and opportunity in both service delivery and employment. Autism East Midlands mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement Autism East Midlands Equal Opportunities Policies.

The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and Autism East Midlands.

PERSON SPECIFICATION – Flexible Day Support Worker

Personal Skills / Characteristics	Criteria	Method of Assessing
<u>1. Experience</u>		
1.1 Experience of working with people with learning disabilities or autism	D	I
<u>2. Qualifications and Training</u>		
2.1 Relevant qualification, e.g. NVO Level II or above in Health & Social Care, Teaching qualification, Adult Teaching Qualification (part), C & G Learning Support, PTLLS, CTLLS	D	CQ
2.2 Literacy and Numeracy Level 2 / GCSE English and Maths Grade C or above	E	CQ
<u>3. Special Skills and Knowledge</u>		
3.1 Ability to: a) read, understand and write clear and accurate short reports b) communicate with others and form a positive relationship	E E	AF / I I
3.2 Domestic skills, e.g. housekeeping, health eating, cooking, finance, etc.	E	AF / I
3.3 Understanding of autism spectrum condition	D	AF / I
3.4 Knowledge of Person Centred Planning / support plans	E	I
3.5 Awareness of first aid	E	AF / I
3.6 Knowledge of medication	D	AF / I
3.7 Awareness of food safety & hygiene	E	AF / I
3.8 Awareness of Health & Safety practice	E	AF / I / S
3.9 IT skills, e.g. Microsoft office, accessing & using email / internet	D	I
3.10 Ability to contribute to the delivery of activity programmes relevant to individual needs	E	AF / I / S
<u>4. Personal Qualities</u>		
4.1 Ability to work as a member of a team or on own initiative	E	AF / I / S
4.2 A specific skill or interest to share with others	D	AF / I / S
4.3 Full current driving licence	D	AF
4.4 Full access to vehicle including appropriate business insurance cover	D	AF
4.5 Understanding of Equality & Diversity	E	I
4.6 Commitment to young people with autism spectrum conditions having a quality of life in the community	E	I
4.7 Ability to work weekend, evening and bank holiday	E	AF / I / S
4.8 Ability to work flexibly to meet demands of the service, e.g. work location, time tabling	E	AF / I / S
4.9 Maintain professional relationships at all times	E	I
4.10 Commitment to undertake further training and continued professional development	E	AF / I / S
4.11 Ability to fulfill all aspects of job description	E	AF / I

D = Desirable

E = Essential

The postholder will be required to undergo and obtain a satisfactory Enhanced Disclosure and Barring Services check.

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

Short listing will solely be from the completed application form only, against the criteria marked "S", therefore you **must** ensure these areas have been demonstrated on the application form. It is not sufficient to state, for example, "*I have knowledge of domestic skills*". Please refer to 'Guidance Notes – Employment Application Form'.

SHORT LISTING PANEL:

KEY:	AF = Application Form	CQ = Qualification Certificate	I = Interview	S = Short listing
1.		2.	3.	Interview Offered: YES <input type="checkbox"/> NO <input type="checkbox"/>