

JOB DESCRIPTION

Job Title:	Autism Support Worker		
Department:	Adult Services- Care Team	Accountable to:	Assistant Manager, Adult Service Manager

Purpose of the Post:

To provide professional, flexible support for adults and young people with autism spectrum conditions. Promoting the development of an individual's full potential by supporting them to live as independently as possible at home, during day provision, and, whilst in their local communities.

Duties and Responsibilities:

1. To ensure high standards of professional care and practice for service users are established and maintained. Including providing appropriate attention to independent living, physical, cultural, social, learning, vocational aspiration, recreational and emotional need.
2. Adhere to developing positive working relationships with service users, families and team members, including the ability to know your own limitations and seek support when required.
3. To familiarise with Autism East Midlands systems and processes in delivering high standards of care and support.
4. To ensure all records that you maintain are up to date and are kept secure and confidential, adhering to general data protection regulations (GDPR).
5. To liaise with families, the clinical team and external agencies in a professional manner and record appropriately within the bounds of confidentiality.
6. To further develop an understanding of autism and implement in practice.
7. To further develop an understanding of CALM and Positive Behaviour Support and embed within the service.
8. To complete all elements of the Care Certificate and mandatory training.
9. To access internal IT systems regularly and to log incidents on reporting systems.
10. To ensure compliance with the service finance procedures.
11. To work flexibly as required by the rota and the terms of your contract, and, as directed by your manager.
12. To effectively communicate within the team to ensure continuity of care is maintained.
13. To develop an understanding of communication methods of those supported in the service.
14. To work in a safe way, following individual support plans and risk assessments as well as company policies and procedures.
15. To support service users with personal care when required.
16. To provide support and assistance in line with individual support plans.
17. To adhere to the Autism East Midlands Code of Conduct.
18. To carry out any other reasonable duties and responsibilities within the grading and responsibilities of the post.
19. To complete the objectives set in probation meetings in order to progress towards Autism Practitioner.

PERSON SPECIFICATION

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Personal Skills / Characteristics	Essential	Desirable	Method of Assessment
<u>1. Experience</u> 1.1 Experience of working with people with autism and / or learning disabilities		✓	I
<u>2. Qualifications and Training</u> 2.1 Relevant qualification, e.g. QCF Level III Health & Social Care, 2.2 Literacy and Numeracy Level 1/ GCSE English, Maths and IT		✓	CQ
	✓		CQ
<u>3. Special Skills and Knowledge</u> 3.1 Good communication skills: (i) verbal (ii) written 3.2 Basic life skills, e.g. housekeeping, healthy eating, cooking, finance, etc. 3.3 Understanding of autism spectrum condition 3.4 Knowledge of Person Centred Planning 3.5 Willingness to complete first aid training 3.6 Willingness to complete medication training 3.7 Awareness of Health & Safety practice 3.8 IT skills, e.g. Microsoft word processing, accessing & using email / internet	✓ ✓	✓	I AF AF / I
		✓	AF / I
		✓	I
	✓		AF / I
		✓	AF / I
	✓		AF / I
		✓	I
<u>4. Personal Qualities</u> 4.1 Job motivated and interest in working with individuals with autism 4.2 Ability to work as a member of a team and be self motivated 4.3 A specific skill or interest to share with others 4.4 Full current driving licence 4.5 Shows an understanding of Equality & Diversity 4.6 An awareness of the needs of individuals with autism spectrum condition 4.7 Willing to work unsociable hours when required 4.8 Willing to work flexibly to meet demands of the service	✓ ✓		AF AF
		✓	AF / I
		✓	AF
	✓		I
		✓	I
	✓		AF / I
	✓		AF / I

4.9 Maintain professional relationships at all times	✓		AF / I
4.10 Commitment to undertake further training and continued professional development	✓		AF / I
4.11 Ability to fulfill all aspects of job description by the end of your probationary period	✓		AF / I

The postholder will be required to undergo and obtain a satisfactory Enhanced Criminal Records Bureau Disclosure.

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.

CV's may be included as supplementary information, however short listing will solely be made against the completed application form only.

SHORT LISTING PANEL:

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