



ACTION FOR AUTISTIC SPECTRUM DISORDERS

Registered Charity No: 1089341

Monday 10th May 2021

Dear applicant

RE: Job pack for Family Support Worker

Thank you for your interest in our vacancy. Contained in this pack are the details about the position available. The closing date for all applications is **4pm on Friday 28th May** Please return completed forms to the address below or email **katie@actionasd.org.uk**.

We are looking to expand our team of staff who work with families, children and young people with a diagnosis of Autistic Spectrum Conditions at the Autism Support Centre, Burnley. We want enthusiastic workers to provide practical support for parents and carers of newly diagnosed children and young people who live in East Lancashire and Blackburn with Darwen in the community and to support children and young people with an ASC at social and leisure activities and opportunities at the Autism Support Centre.

If you have any questions or queries please contact the children's services manager, Amy Whittle, on 01282 415 455 or email amy@actionasd.org.uk.

Please note, we expect a large volume of applicants, therefore if you have not been invited for an interview by Friday 4th June, please assume you have been unsuccessful at this time.

We look forward to receiving your application.

Kind regards

Action for ASD

FAMILY SUPPORT WORKER

Job Description

- Based at:** Autism Support Centre Burnley, King Edward House
(including some working virtually from home)
- Responsible to:** Children's Project Manager
- Rate of Pay:** £18,327 pro rata.
- Hours:** 21 hrs per week (days & evenings)

Job Summary:

- To provide practical support for parents and carers of newly diagnosed children and young people with an Autistic Spectrum Condition (ASC) and provide information, advice, training and support.
- To work with children and families to provide early intervention which would include advice, information and positive strategies.
- To support children and young people with an ASC at social and leisure activities and opportunities at the Autism Resource Centre.
- To support parents, children and young people via a virtual platform during online social sessions and activities.
- To work as part of a team, including volunteers, and the Children's Project Manager and Assistant Project Manager to provide fun and accessible play and social opportunities for autistic children and young people.
- To work with families/carers to enhance their understanding of autism and provide them with advice and support when required.
- To support and co facilitate our cygnet programmes alongside other team members
- To assist in delivering training seminars/workshops for parents on a range of topics including What is Autism, Challenging Behaviour, Sensory Issues, Communication
- Working with the team develop our community autism hubs/coffee mornings and family activities

Main Tasks

- To provide Information, Advice, Signposting and Guidance to families of autistic children and young people
- To update the Family Support database which records all enquires, referrals and contact with parents/carers/individuals/professionals, ensuring that this is accurate, non-judgemental, factual and up to date.
- To monitor and evaluate all services provided by the Family Support Team, and to obtain feedback from parents on the usefulness of the information provided and the outcomes they have achieved as a result of the Family Support involvement.
- To attend meetings, in a supportive and enabling role with parents/carers and individuals so they can put their own views forward and/or take notes.
- To assist with the development of pro forma letters and packs on a range of topics, suitable to send to service users both in written and electronic format.
- Develop and maintain effective relationships with the local community, local schools, statutory bodies, other voluntary sector organisations and other staff within Action for ASD.
- Inform the Fundraising Team of any possible fundraising opportunities you may come across, for them to investigate.
- Inform the Children's Services Manager of any opportunities to further develop partnerships and links to improve the services offered to individuals with an Autism Spectrum condition and their families.
- To support the development and delivery of a range of social and play opportunities for children and young people who are affected by autism and to utilise autism specific approaches to support the development of social and communication skills.
- Undertake direct work with children in consultation to improve motor skills, social skills, communication skills and personal development – both at the ARC and other community settings. This may include some personal care.
- Undertake indirect work with siblings of children with ASD when identified and provide them with age-appropriate information about autism and emotional support as required.
- To ensure that the Health and Safety and Safeguarding aspects of the activities are adhered to in line with Action for ASD's policy and procedures and follow pre and post sessions checks.
- To contribute to reports for the Children's Project Manager, funders and for Action for ASD management when requested.
- To attend supervision and staff meetings where appropriate.
- To follow Child Protection Policy and Procedures.

General Responsibilities

- Co-operate with Action for ASD staff in maintaining good relationships with outside agencies and the general public to uphold the organisation's image and win increased support for its work.
- Promote a positive image of autism, the Project and Action for ASD
- Ensure awareness and observation of Fire and Health & safety Regulations
- Attend and participate in staff training opportunities and staff meetings as required
- Carry out other duties as are within the scope spirit and purpose of the job, the title of the post and its grading as requested by your line manager or his/her higher level of authority.
- To attend necessary training and development opportunities relevant to the role and organisation.

Confidentiality

Maintain confidentiality of all areas of Action for ASD and its work. The nature of the work within the organization, entrusts people with confidential information about service users, their family and other staff. Any breach of this confidentiality will constitute gross misconduct.

Note

The job description reflects the present requirements of the post. As duties and responsibilities of this post change and develop, it is expected that support staff will need to take on other tasks in keeping with the job description.

This post involves work outside normal working hours in the evenings during the week and weekends and the post holder will be required to work during school holidays.

The project is ongoing and is continually developing. The post is contracted initially for one year and has a three month probationary period.

Indicated below are areas of special consideration in terms of working conditions of the job:

Travel

Travel within East Lancashire - Visiting statutory authorities, outside agencies, individuals etc. An allowance of 45p per mile will be made for any mileage covered.

Working Environment

ACTION for ASD operates a no smoking policy.

Pressures Inherent in Job

The job holder will frequently be in contact with people with an ASC and carers, who are under a great deal of stress, therefore certain qualities listed under E in the Employee specification are essential.

Employee Personal Specification

Listed below are the requirements of the job in terms of what a candidate will need to offer, to be able to perform the job effectively.

The cross (X) indicates whether these requirements are essential or desirable:

Description of Category	Evidence	Essential	Desirable
A. Qualifications			
Degree level qualification in children & young people, youth work, counselling Or NVQ Level 3 qualification in children & young people, youth work	App Form	x	
Counselling Skills Training	App Form		x
Driving Licence	App Form	X	
B. Knowledge			
Awareness and understanding of Autism/AS	Interview	X	
Experience of family support & case load management	Interview App Form	X	
Understanding of the needs and difficulties of children and young people with a diagnosis of Autism	Interview App Form	X	
Knowledge of legislation relating to Child Protection	Interview	x	
Knowledge of SEN	Interview	x	
Knowledge of the use of Visual Structure to Support Individuals With ASC. (Signs, Symbols and Schedules)	Interview App Form		X
Knowledge of HSE Requirements (Health and Safety Executive)	Interview		X
C. Skills			
Good Level Communication skills (written and verbal)	App Form Interview	X	

An ability to work in settings in which the atmosphere may be highly emotive	Interview	X	
Good standard of report writing	App Form		X
Ability to communicate sensitive information to a range of personnel	Interview	X	
Knowledge of Computer Applications (Microsoft Office) and use of social media	Interview		X

D. Work Experience

Experience of paid or voluntary work with children and young people with an ASD or SEN	Interview	x	
Experience of writing reports and records	Interview		X
Working in the Voluntary Sector	App Form		X
Experience of Health/Education/Social Care Roles	App Form Interview		X
Experience of Managing Challenging Behaviour	App Form Interview	X	
Experience of monitoring projects	Application Form		X
Experience of supporting parents and carers	Interview	X	
Experience of delivering training or presentations	Interview	x	

E. Personal Qualities

An ability to interact effectively with children, staff and members of the charity	Interview	X	
An ability to work independently, reliably and consistently with work managed and agreed and managed at regular intervals	Interview	X	
An ability to plan and prioritise	Application form	X	
Ability to cope under pressure and remain calm	Interview	X	
Willingness to undergo an enhanced DBS check	Application form	X	

Ability to cope with emotional circumstances	Interview	X	
Ability to cope with personal conflict	Interview	X	
Ability to accept and use supervision appropriately and effectively	Interview	X	
Essential Car User	Application form	X	