

August 2018

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 **3pm on Friday 24th August 2018**. Please return completed forms to the address below or email sadia@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 Resource Centre (ARC), Burnley. We want enthusiastic workers to provide practical support for parents and cares of newly diagnosed children and young people at the ARC and in the community and to support children and young people with an ASC at social and leisure activities and opportunities at the Autism Resource Centre.

If you have any questions or queries please contact Sadia Akhtar, on 01282 415 455 or email sadia@actionasd.org.uk.

Please note, we expect a large volume of applicants, therefore if you have not been invited for an interview by 3rd August, please assume you have been unsuccessful at this time.

We look forward to receiving your application.

Kind regards

Action for ASD

Privacy notice – job applicants

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".



Action
for ASD

ACTION FOR AUTISTIC SPECTRUM DISORDERS

Family Support Worker

Job Description

Based at: The Autism Resource Centre, Harle Syke, Burnley

Responsible To: Children's Project Manager

Rate of Pay: £16,926 (pro rata)

Hours: *30 hours per week Term Time*

(Wednesdays 11.45 -8.15pm) 8.5hr

(Thursday 12.15-8.15pm) 8hr

(Friday 9.30 – 4.30pm) 7hr

Once a month 12.30 – 7.30pm

(Saturday 9.30-4.00 pm) 6.5hr

(Sunday 1.15-3.45pm fortnightly) 2.5hr

This will be deducted from normal weekly hours every other week.

30 hours per week in Holiday Time

(Monday – Thursday 9.30am – 4pm)

Thursday – 4.15 – 8.15pm)

Note: The term time and school holiday times differ due to the children's holiday program of activities. We do not hold holiday activities over the Christmas holiday period and working hours are the same as term time apart from one week over Christmas when the charity closes for 5 days.

Job Summary:

- To provide practical support for parents and cares 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 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 children and young people who are affected by autism.
- To work with families/carers to enhance their understanding of autism and provide them with advice and support when required.
- To assist in delivering training seminars/workshops for parents on a range of topics including What is Autism, Challenging Behaviour, Sensory Issues, Communication.

Main Tasks

- To provide Information, Advice, Signposting and Guidance to families and individuals affected by autism.
- 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 provide a link between Action for ASD and families affected by autism throughout East Lancashire and the channels through which to access services from statutory and other voluntary bodies.
- 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.
- To help set up play equipment and ensure activities are ready for sessions.
- 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.
- Support siblings at Family Sessions and family events as and when necessary.
- To complete pre and post session check-ups.
- 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 all 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 40p 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			
Qualification in Childcare, Youth Work or Teaching equivalent to NVQ Level 3	App Form	X	
Health, Safety and Welfare Training	App Form		X
Driving Licence	App Form	X	
B. Knowledge			
Awareness and understanding of Autism/AS	Interview	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 Special Education Needs	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 App Form		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)	Interview		X
D. Work Experience			
Experience of paid or voluntary work with children and young people with an ASD or disability	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		X	