



ACTION FOR AUTISTIC SPECTRUM DISORDERS

Registered Charity No: 1089341

Updated 5th July 2018

Dear applicant

RE: Job pack for Adult 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 **5pm on Friday 27th July 2018**. Please return completed forms to the address below or email **hanna@actionasd.org.uk**.

We are looking to expand our team of staff who work with adults and young people with a diagnosis of Autistic Spectrum Conditions at the Autism Resource Centre (ARC), Burnley. We want to recruit an enthusiastic Adult Support Worker to support adults at the ARC and in the community.

If you have any questions or queries please contact the adult services team on 01282 415 455 or email hanna@actionasd.org.uk.

Please note, we expect a large volume of applicants, therefore if you have not been invited for an interview by 6th August 2018, please assume you have been unsuccessful at this time.

We look forward to receiving your application.

Kind regards

Hanna Ingleby
Project Director

Adult Support Worker Job Description

Based at: The Autism Resource Centre (The ARC)

Responsible to: Adult Project Manager

Salary: £17,290

Hours: 35 hours per week (which need to be flexible according to the needs of the service). Monday, Wednesday and Friday 9 – 4.30pm and Tuesday and Thursday 12.30 – 8.00pm

Contract: 1 year contract (initially it is fully expected to continue beyond the first year).

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

Job Summary:

- To support young adults and adults with High Functioning Autism/Asperger Syndrome at social groups and drop in sessions at the Autism Resource Centre in Burnley (Tuesday evening 6-8pm) and Community Centre in Blackburn (Thursday evening 6-8pm).
- To provide support and advice to young people and adults at a Drop In at Blackburn YSYC twice a month on a Thursday afternoon 1-3 pm at the Carers Network Hub.
- To provide low level support to adults who require help and advice at the Autism Resource Centre in Burnley.
- To take referrals and meet clients at referral meetings to assess the support they require.
- To help design and deliver post diagnosis workshops as part of a team to small groups of adults.
- To help design and deliver general workshops on various topics relevant to adults such as benefits, budgeting etc.
- To attend some weekend activities and possible residential activities although these are very infrequent.
- To work as part of a team, including volunteers, to provide support to adults.
- The outreach support worker will also work with families/carers to enhance their understanding of Autism and provide them with advice and support when required.

Main Tasks

- To support the development and delivery of social opportunities and social skills sessions to adults who are affected by Asperger Syndrome/High Functioning Autism and to utilise autism specific approaches to support the development of social and communication skills. To assist in the planning and delivering of activities at the ARC.
- To encourage, support and assist service users in the following areas to maximise and build on their existing skills following person centred care and support;

Problem solving and life skills

Budgeting, benefits, managing personal finances and the paying of bills

Nutrition and safety matters

Using community resources and facilities

Social, leisure and education activities

Benefit entitlements

- Provide support in requesting an assessment of need and provide support and preparation for adults who are self-assessing or receiving a Care Assessment.
- Work in partnership with other employment, benefit, training and welfare rights organisations in order to signpost adults on to relevant agencies.
- To take referrals for the project and hold referral meetings alongside the Project Manager at the ARC (Autism Resource Centre).
- To provide awareness of Asperger Syndrome to professionals and organisations.
- To help set up equipment/resources at the ARC and ensure social activities are well planned with other members of the team and complete pre and post session check-ups.
- To appropriately record outcomes and gather appropriate feedback when required to do so.
- To assist in the writing of Risk Assessments for clients and activities.
- To liaise with parents and carers and assist in the delivery of parent support groups.

General Responsibilities

- 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.
- To contribute to reports for the Adult Service Manager, funders and for Action for ASD management when requested.
- To attend supervision and staff meetings where appropriate.
- To attend necessary training and development opportunities relevant to the role and organisation.
- To follow Vulnerable Adult Policy and Procedures.
- 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 ensure that vulnerable adults are safeguarded from harm. To comply with Action for ASD and Lancashire County Council's safeguarding policy and procedures and to report any concerns regarding vulnerable adults or children with immediate effect to the Council, and the Adult Services Manager.

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 has flexible hours and will include some evening and weekend work.

The post is based at the ARC but will involve one day/evening per week in Blackburn whilst supporting clients from Blackburn with Darwen.

Adult Support Worker Employee Personal Specification

Listed below are the requirements of the job in terms of what a candidate will need 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			
NVQ Level 2 or 3 Health and Social Care	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 adults and young people with a diagnosis of Autism	Interview App Form	X	
Knowledge of legislation relating to Vulnerable Adult Protection	Interview		X
C. Skills			
Good level of 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	
Computer literacy	Interview		X
D. Work Experience			
Experience of paid or voluntary work with young adults and/or adults with an ASD or disability	Interview	X	
Experience of working in collaboration with a range of statutory and voluntary agencies.	Interview		X
Experience of writing reports and records	Interview		X

Experience of monitoring projects	Application Form		X
Experience of supporting parents and carers	Interview		X

E. Personal Qualities			
An ability to interact effectively with adult, young people, 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	

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.

Unsocial Hours

Allowance has been made within the Salary to cover evening and weekend work. The majority of these hours will be in the weekday evenings, weekends and school holidays.

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.