

Job Description

JOB TITLE	Group Support Worker
DEPARTMENT	Community Autism Support Service – Coventry and Warwickshire
HOURS	8.5 hours a week- term time only Mon 3.30-7.45pm (Warwick) – 4hr 15m Thurs 3.30-7.45 pm (Coventry) – 4hr 15m
WORKING BASE	Across Coventry and Warwickshire
CONTRACT TYPE	Fixed-Term up to 6 months
REPORTING TO	Team Leader/Service Manager
SALARY	£12.71/h

JOB PURPOSE TO	The Community Autism Support Service (CASS) is a partnership between Coventry and Warwickshire Mind, Autism West Midlands and Act for Autism. This role sits within CWMind. The service delivers groups, one to one support and peer support to all age individuals training for autistic people, parents, carers and professionals and has a new navigation helpline. This role will involve you needing to work as part of a team delivering a range of peer support groups across Coventry and Warwickshire to autistic individuals some with mild to moderate mental health concerns at pre/post assessment stage. You will need to provide this service in CWMind buildings and community settings towards reducing presenting issues/concerns and increasing overall physical and mental wellbeing, community integration and access to education and work opportunities, as well as empower service users to access support and other services as appropriate.
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KEY RESPONSIBILITIES
• To receive referrals and effectively manage contact of people in the service • To provide direct support to autistic adults through group support sessions • To take responsibility for safeguarding issues and concerns identified involving relevant staff and other agencies where appropriate • To work towards increasing community integration and attaining greater independence within the community

- To undertake these duties within a framework that recognises the diversity of service users and encourages equal opportunity for all.
- To collect and input data on outcomes and support needs associated with the service including record keeping, and case studies as appropriate.
- To ensure the rights of the service user are upheld and promoted including through advocacy and enabling them to have a voice in the operation of the service provided.

COMMUNICATION

- To communicate effectively with team members, service leads and external professionals.
- To maintain contact with the Service Lead/Service Manager through line management supervision and to report developments/information as necessary.
- To report to the Service Lead/Service Manager in line with CW Mind's safeguarding and reporting process, any concerns regarding adult, children & young people and/or their families.
- To promote the concepts of wellbeing, early intervention and community engagement, ensuring that these underpin the direction of the organisation's activities.
- Assist in using and completing any office and team related information recording system.
- Assist in information gathering, monitoring and evaluating processes.
- Assist in networking with other agencies to forge effective partnership work that is mutually beneficial.

PLANNING AND ORGANISATIONAL SKILLS

- To ensure all elements of the contract and service level agreement are met.
- To maintain accurate, up to date records.
- To ensure work is completed within the agreed timescales.
- To prioritise work daily, manage time effectively and coordinate the resources available.
- To plan effectively for upcoming work to ensure the highest quality of service delivery.
- To work flexibly to meet the needs and to work towards the effective delivery of the service.

PHYSICAL EFFORT

- To travel across Coventry and Warwickshire, providing direct support to autistic adults and children, attending meetings, training sessions, forums and linking in with external professionals across Coventry and Warwickshire.

OTHER DUTIES

- The post holder is expected to create an environment where everyone feels respected, valued and treated with dignity.
- To create and promote a positive approachable environment encouraging fair access for all in need of mental health support.
- To promote and implement Coventry and Warwickshire Mind's policies.
- To participate in supervision, appraisal procedures and training as agreed or directed.
- To develop and evolve this role to meet the service specification requirements.
- To undertake such other duties as would be reasonably required for a post of this level of responsibility, as directed by the Team Leader/Service Manager or Senior Management team at Coventry & Warwickshire Mind.
- This job description may be subject to change by agreement from time to time, to reflect the changing needs of the service, Coventry and Warwickshire Mind or the funders.

Person Specification

Coventry & Warwickshire Mind is committed to employing staff that have the necessary skills and experience to undertake the duties required of each role. In addition, Coventry & Warwickshire Mind is committed to developing and supporting staff, enabling each individual to carry out the responsibilities of their post to the best of their ability. Staff are encouraged to take part in a comprehensive training package. The organisation would expect the following from staff	
Essential/Desirable	
EXPERIENCE - A minimum of one-year experience of providing support involving mental health and/or wellbeing needs - Experience of working in an organisational setting - Experience of delivering a wide range of practical and emotional support - Experience, either lived or through work, of autism	E E D E
SKILLS AND ABILITIES - Planning and delivering group and peer support activities - Carrying out risk and needs assessments - Empowering adults to positively engage with support activities - Excellent communication skills, verbal, non-verbal and written - Excellent team working skills and ability to work well as part of a diverse and dispersed team - An ability to effectively engage with autistic adults and children - Good time management & organisational skills - Good IT skills	D D D E E E E D
KNOWLEDGE - Up to date knowledge of mental health, specifically in relation to the difficulties that may present in autistic individuals - Working knowledge of common mental health problems e.g. stress, anxiety, depression - Working knowledge of child and adult safeguarding reporting processes	D D D
EDUCATION / QUALIFICATIONS NVQ level 2 or equivalent or extensive experience	E
ATTITUDES - A commitment to working within a framework that recognises the equity and diversity of service users and encourages equality and opportunity for all. - A commitment to the participation of service users in decision-making processes, and in the design and delivery of the services they access. - A commitment to ongoing personal development and training. - A commitment to the purpose, vision, mission and values of the organisation.	E E E E
GENERAL - An ability to travel to venues across Coventry and Warwickshire - Must be flexible to able to provide cover across Coventry and Warwickshire groups as and when required. - Must have access to a vehicle as means of transport	E E E

NAME OF AUTHOR		Maria Dainter
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