mind Coventry, Warwickshire and Worcestershire

Job Description

JOB TITLE	Autism Support Worker
DEPARTMENT	Community Autism Support Service
HOURS	37 hrs or part time job share – typically Mon -Fri 9-4.30 but one evening a week is required. The role requires the flexibility to ensure service cover up until 8pm Monday to Friday, and Saturday when needed.
WORKING BASE	Coopers Lodge, Coventry but working across Coventry and Warwickshire
CONTRACT TYPE	Permanent
REPORTING TO	Team Leader/Service Manager
SALARY	£24,500 Per Annum

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 CW Mind and covers Coventry and Warwickshire area. Within the CASS Partnerships we deliver groups, targeted interventions and peer support to autistic people of all ages. We also offer training and education for autistic people, parents, carers and professionals. Specifically, the Autism Support Worker role will involve working as part of a team delivering a range of support activities and targeted interventions across Coventry and Warwickshire to autistic children and adults. This includes carrying a caseload, delivering groups and any other activities as identified as the service progresses. You will be required to provide this service in CWW Mind buildings, community settings and online. The aim is to work to facilitate understanding autism, reducing concerns and improving wellbeing.

KEY RESPONSIBILITIES

- To receive referrals and effectively manage contact of people in the service
- To provide direct support to autistic children and adults through a range of social and targeted activities.
- To hold a caseload carrying out a comprehensive needs and risk assessment, and liaising with other professionals involved as appropriate
- To develop planning in partnership and agreement with service users ensuring their identified needs are addressed
- To provide consistent, time limited support to individuals including a range of practical and emotional well-being interventions as appropriate
- 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 signpost and support service users to access a variety of additional support services, resources and up-to-date information relating to individual presenting needs either at Coventry, Warwickshire & Worcestershire Mind and/or other relevant agencies, using technology where appropriate.
- To develop and maintain positive relationships with relevant professionals to enhance the work delivered to the service user, promote the service and to encourage referrals.
- 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 Team Leader/Service Manager in line with CWWMind'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 online 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 work towards the effective delivery of the service.

PHYSICAL EFFORT

- To travel across Coventry and Warwickshire, providing direct support to autistic children and adults, attending meetings, training sessions, forums and linking in with external professionals.
- To spend some time working at a desk.

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 and Worcestershire Mind.
- This job description may be subject to change by agreement from time to time, to reflect the changing needs of the service, Coventry, Warwickshire and Worcestershire Mind or the funders.

Person Specification

Coventry, Warwickshire and Worcestershire 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 and Worcestershire 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 or wellbeing needs • Experience of working in an organisational setting • Experience of delivering a wide range of practical and emotional support • Experience of working with a wide range of agencies • Experience, either lived or through work, of autism	E E E D E
SKILLS AND ABILITIES • Planning and delivering group and peer support activities • Carrying out risk and needs assessments • Empowering children, young people and 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 individuals • Good time management & organisational skills • Good IT skills	D D D E E E E E
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	E E D
EDUCATION / QUALIFICATIONS • NVQ level 2 or equivalent 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 drive 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 • Flexible approach to working to ensure service cover between the hours of 8am-8pm Monday to Friday, and Saturday daytime.	E E E E

NAME OF AUTHOR		Katherine Winsor

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