**Autism Support Officer (Belfast)**

**Maternity Cover (9 month post)**

**Job Description**

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| Reporting to: | Family Support Manager |
| Base: | Autism NI office and working within the Belfast area |
| Hours: | Part-time post, 30 hours per week. (Maternity Cover) |
| Salary: | £24,447.20 per annum for part-time (30 hours per week) |
| Main purpose of job: | The Autism Support Officer (ASO) will work closely with the Autism NI staff team to link parents with a newly diagnosed autistic child to relevant statutory, community and voluntary services. The ASO will provide parents with ‘signposting’, knowledge, training, support and will have the opportunity to make a difference in the lives of autistic individuals and their parents, families and communities. |

1. **Specific Responsibilities**

* Work in partnership with line manager accepting referrals based on agreed criteria and service provision within the Belfast Trust area.
* To provide an autism early intervention service (three visits).
* Work with parents to help them become more confident by providing information on autism, advice, resources, access to training or befriending and practical support and enable parents to deal effectively with stress or address isolation.
* To provide bespoke visual resources and schedules for each family.
* To provide a tailored action plan for each family.
* Link parents to the Autism NI Family Support Groups so they can feel supported, share ideas and learn about new coping strategies.
* Develop and maintain a database of resources and a directory of services available for autistic individuals throughout the area.
* To monitor progress of intervention through use of the Outcomes Star.
* Maintain records and provide reports to the Family Support Manager.
* Cost effective diary management and planning of family visits.

**Confidentiality**

* Maintain confidentiality for all areas of Autism NI, its staff and its work. Comply with Autism NI confidentiality and data protection procedures. The nature of the work within the charity entrusts people with confidential information about people with Autism, their families, carers and staff. Any breach of confidentiality will constitute gross misconduct.

1. **General Responsibilities**
   1. Co-operate with all Autism NI staff in maintaining good relationships with outside agencies and the general public in order to uphold the charity’s image and win increased support for its work.
   2. Promote a positive image of Autism and Autism NI.
   3. Ensure that conduct within and outside work does not conflict with professional expectations of Autism NI.
   4. Actively support, promote and ensure awareness and observation of Autism NI policies including Equal Opportunities, Data Protection, Fire, Health & Safety and Safeguarding Adults/Children.
   5. Co-operate with all Autism NI staff in maintaining harmonious inter-personal relationships.
   6. Attend staff meetings and training as required.
   7. Ensure the respect, dignity and rights of privacy of service users/clients as far as possible.
   8. Participate in regular Management, Support and Development sessions with the Family Support Manager.
   9. Carry out any other duties as are within scope, spirit and purpose of the job, the title of the post and its grading as requested by the Chief Executive.

# NOTE:

The job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and subject to amendment in consultation with the post holder.

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**Employee Specification**

**Essential criteria:**

* A 3rd level qualification or equivalent in a relevant social care or educational discipline
* At least one year of post qualification experience working in a multi-disciplinary team providing

services to families.

**Or**

* Certificate level qualification (minimum NVQ Level 3 or equivalent) in a relevant discipline e.g. Childcare, Social Care or Health & Social Care.
* At least five years’ experience working in a multi-disciplinary team providing services to families and children between 0-18 years in a home or community setting.

**AND**

* At least one year of inter-agency or partnership working experience
* A sound knowledge of autism
* Ability to demonstrate awareness of early intervention strategies that support autistic children.
* Awareness of the impact and support requirements for parents following diagnosis
* Ability to monitor progress of supports through use of assessment tools such as the (Outcomes Star).
* MS Office skills and the use of email and internet.
* A valid driving license and access to transport appropriate for the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfill the duties of the post).

**Desirable criteria:**

* An accredited qualification in autism

**Personal qualities:**

* Good communication skills
* Ability to work independently and be self-motivated
* Organisational skills and ability to manage time effectively
* Empathy
* Tact and diplomacy
* Ability to manage boundaries
* Confidentiality
* Committed to Autism NI’s policy of equality of opportunity
* Ability to work within the mission, ethos and values of the organisation.

**Pre employment:**

All offers of employment are subject to satisfactory ACCESS NI check and references.

**Working conditions of this post are indicated below:**

**Travel**

* Will be required to travel throughout the Belfast area to carry out family visits.
* Other occasional travel may be required to attend training or conferences.

**Working Environment**

* Based at home, travelling throughout the Belfast Health & Social Care Trust with designated office days.