



## Outreach Worker Job Description

**Job Title:** Outreach Worker

**Hours of Work:** Full/Part time up to 35 hours per week (09:30 to 16:45 hours Monday-Friday).

**Base:** Specialist Autism Services, Onward House, 2 Baptist Place, Bradford, BD1 2PS

**Responsible to:** Outreach Coordinator

**Salary:** £10.42 p/h

### Mission Statement:

Specialist Autism Services' (SAS') mission is to support people with Autism and Asperger Syndrome by the provision of health, education, training, sports, creative art and counselling activities, which promote their social inclusion, training opportunities and ultimately employability.

### Context of Role

To work with the Outreach Coordinator to deliver the outreach provision of Specialist Autism Services. The successful applicant would get the opportunity to support a number of our outreach members (clients/service users) at home and in the community. To enable our members on a daily basis to access our provision of specialist services and to support, empower and encourage them to progress and gain skills that lead to increased independence using Specialist Autism Services progressive outreach model.

### Main Duties

- To provide support and assistance to members to enable and empower them.
- To ensure outreach members files, reviews, paperwork etc. are up to date.
- Teach and further develop our member's skills in communication, interaction and social behaviour.
- Working alongside the Outreach Coordinator to provide the supervision and support to our Outreach members.

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Community Interest Company - Registration No. 07030897



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- To provide support to members outside of Specialist Autism Services' premises including in the home, outings, group social outings (including licensed premises, work placements, colleges or other leisure facilities).
- To work as part of a team in developing good communication systems, maintaining effective relationships and promoting good practice within our Autism specific environment.
- To reinforce appropriate behaviours and be a role model and mentor to the individuals we support.
- To analyse information and situations and take appropriate action seeking advice where necessary.
- Whilst encouraging self advocacy, advocate for the individuals at Specialist Autism Services where necessary, to speak up where and when they cannot, valuing individual rights at all times.
- To provide written online reports, carry out administrative tasks and update members' files.
- To attend and contribute to meetings and discussions.
- To constantly be aware of and be flexible in meeting the needs of our members.
- Create opportunities for members to gain new experiences or practice the skills they possess or are in the process of learning.
- Encourage members to maintain friendships and relationships with other people.
- Work within the staff team to identify and assess difficulties and behaviours and agree constructive solutions to problems in partnership with the members and other staff.
- To implement Specialist Autism Services' policy and procedures to the highest possible standards.
- To conduct yourself in a professional, discreet yet sensitive and friendly manner.
- To learn and understand more about Autism Spectrum Conditions and utilise organisation's working practices and strategies, ensuring the best possible approach and outcomes for each individual.

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## 1. Activities

- Work closely with and assist the Outreach Coordinator and Outreach team in the preparation and planning of outreach sessions with the outreach members.
- Ensure that all outreach members files and paperwork are kept up to date.
- Get to know and build a rapport with outreach members and staff.
- Be willing to assist the meeting of personal care needs of some members, whilst on and off site, this may include facilitating choices around eating and handling money or assisting with eating or toileting.
- Provide written reports and records to the required standard as requested by Specialist Autism Services senior staff.
- Operate as a member of a team sharing tasks and duties as needed and as directed by the senior team.
- Attend team and other staff meetings as required.
- Attend training courses as required.
- Attend supervision and relevant meetings with senior staff as required.
- Be conversant with the policies and procedures as directed in the Staff Handbook.
- Carry out other tasks in a professional manner as instructed by the senior staff.
- Ensure consistency of approach, in line with other team members and supervisory staff. This may include professionals from other agencies.
- Ensure confidentiality is maintained regarding Specialist Autism Services' members.
- Ensure individuals are afforded dignity and respect at all times.
- Get to know the individuals that attend Specialist Autism Services and learn to appreciate how their Autism Spectrum Condition affects them.
- Be personally responsible for the quality of work that you provide.
- Take responsibility and encourage members to take responsibility for your and their working environment.

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## 2. Supervision

- Successfully complete the induction process within the 6 month probation period.
- Attend Personal Development meetings on a quarterly basis
- Attend meetings and supervisions on a regular basis as required by senior staff.

## 3. Other

- The background of the post holder will be taken into account in respect of the above responsibilities to ensure full advantage is taken of any specialist training, qualifications, skills or knowledge.
- The post holder will refrain from acting in a manner which in any way endangers themselves, Specialist Autism Services members, fellow employees or the public.
- The post holder will avoid any behaviour which discriminates against fellow employees, potential employees or Specialist Autism Services' members on the grounds of sex, marital status, race, age, colour, nationality, ethnic or national origins, sexual orientation, religion or disability.
- The post holder will refrain from smoking in any area and at any time not designated as a smoking area or at a suitable and agreed smoking break.
- The post holder will abide by Specialist Autism Services' policy on alcohol consumption and drug use.
- The post holder will abide by Specialist Autism Services' policy on staff and member personal relationships.
- This job description may be adjusted according to the developing service needs in conjunction with the post holder.

## 4. Terms and Conditions of Service

**Special Conditions:** 6 month probationary period

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**Annual Leave:** The annual year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. The entitlement starts at 28 days per full leave year (pro rata), inclusive of statutory and public holidays.

## 6. Rehabilitation of Offenders

Because of the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal. Any information will be completely confidential and will be considered.

Applicants will not necessarily be precluded from employment where a previous criminal record exists, but this will be taken into account when considering the suitability of an individual in working with this potentially vulnerable client group.

## 5. DBS Checks

A DBS (Disclose and Barring Service) Check will be required for all successful applicants.

## 7. Data Protection Act 1984 and Confidentiality

You are bound by the requirements of the Data Protection Act 1984 and any breaches of the Act or the confidential nature of the work of this post could lead to dismissal.

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