



JOB DESCRIPTION

Job Title:	Trainee/Service Co-Ordinator
Hours of Work:	Full-time - <i>Our current average full-time working week is 37.5 hours per week (09.30 to 17.00 hours Monday – Friday and one Thursday in every six, late night until 20.00 hours).</i> As a salaried post you may be expected to work additional hours where required.
Main Base:	Leeds Site, Great Northern House, Junction 7 Business Park, Stourton, Leeds, LS10 3DQ
Responsible to:	Service Coordinator/Service Manager
Salary:	£23,100 per annum

Mission Statement:

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

Purpose of the Post:

To oversee the delivery and development of our Autism provision delivered at our Specialist Autism Services sites, taking responsibility for daily operations including staff supervision, identifying, meeting and monitoring quality standards of service delivery.

Work together with our Service Manager and Service Coordinators to implement the effective delivery and development of Specialist Autism Services' Learning Programme at Autism First.

To participate as part of a multi-disciplinary team in the referral, assessment, admission and ongoing review of needs of the members to ensure that link worker, care management and reviewing processes are adhered to through clearly defined aims, objectives and time scales for service delivery.

KEY ASPECTS OF THE ROLE OF SERVICE CO-ORDINATOR

1. Specific Duties:

- Developing and implementing intervention strategies and provide guidance to skills mentors, particularly those providing one to one support.
- Responsible for the Line Management of the staff team and the delegation of daily duties, including staff allocations.
- Involved in the management of our Outreach provision.

- Oversee the effective management of the unit /service area in order to improve and develop the service provided.
- To assist Specialist Autism Services' Management Team to ensure that our policies and working practices are adhered to by all staff.
- To assist Specialist Autism Services' Management Team to identify the training needs of the staff team supporting their personal development.
- To work with the member with an ASC and their circle of support, to assess progress and development needs on a group or individual basis, through the implementation of an innovative and flexible approach to promote the social capacity of individuals on the spectrum.
- To be a source of information, advice and guidance to the staff team whilst also keeping communication open with the management team.
- Work as part of a multi-disciplinary team to assess and monitor Specialist Autism Services' Learning Programme in order to provide the most effective working environment for individuals with an ASC.
- Work closely with the Director of Operations to ensure effective allocation of resources including monitoring workshop budgets and staffing levels.
- To ensure that all members have a personalised 6 monthly review that meets the member's needs, utilizing Specialist Autism Services' assessment tools and evaluation techniques and to monitor members' progression.
- Work closely with the Individual Learning Plan Co-Ordinator to ensure that the content of the Learning Programme meets the individual needs of those accessing the service based upon ongoing evaluation, assessment and consultation.

2. Specific Responsibilities

- Provide regular feedback to the Director of Operations regarding the delivery and development of the Autism First service.
- To work flexibly and as part of the whole staff team.
- Contribute to the welfare and development of individuals with an ASC by providing the highest standard of individual support, taking account of their personal, physical, social, cultural and religious needs.
- Assist Specialist Autism Services in providing specialist, comprehensive knowledge and support adhering to Specialist Autism Services' policies and procedures.
- Be responsible for any relevant equipment, materials and resources entrusted to you.
- Establish and maintain a professional, sympathetic, informative and professional relationship with
- individuals, families, carers, advocates and other professionals.
- Contribute towards the maintenance of sound administrative practice of the service by maintaining full and comprehensive records.

- Work with the Director of Operations and Area Manager to provide accurate and timely completion of contractual paperwork including progress reports.
- Help to ensure own safety through adherence to Specialist Autism Services' procedures surrounding safe working practices.

3. General Responsibilities:

- Actively support and promote Specialist Autism Services and all its policies including 'Equal Opportunities'.
- Co-operate with all Specialist Autism Services' staff in maintaining good relationships within Specialist Autism Services, with outside agencies and the general public.
- Promote a positive image of Autism.
- Ensure that your conduct within and outside Specialist Autism Services' premises does not conflict with professional expectations of the organisation.
- Co-operate with all staff in maintaining harmonious interpersonal relationships.
- Attend staff meetings and training as required.
- Ensure the respect, dignity and rights to privacy of members as far as possible.
- Participate in regular supervision and review sessions with your line manager and, if applicable, staff for whom you are responsible.
- Carry out any duties as are within the scope, spirit and purpose of the job and title of the post as required by your line manager or his/her next higher level of authority.
- Participate in regular social activities including trips and social skills evenings. Provide support to members outside of Specialist Autism Services' premises including trips to theme parks, social outings (including licensed premises, work placements, colleges or other leisure facilities).
- Maintain confidentiality for all areas of Specialist Autism Services, its staff and its work. The nature of the work within the service entrusts people with confidential information about members, their families and staff. Any breach of this confidentiality may constitute gross misconduct.

4. Supervision

- Successfully complete the induction process within the 6-month probation period.
- Attend Continued Personal Development meetings/Appraisal on a yearly basis
- Attend meetings, 6 monthly reviews.

5. Other Duties

- 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 all Specialist Autism Services current policies and procedures in accordance with current legislation.
- This job description may be adjusted according to the developing service needs in conjunction with the post holder.

6. Terms and Conditions of Service

Special Conditions: 6-month probationary period.

Annual Leave: The annual year runs from 1st April to 31st March. The entitlement is 33 days per full leave year (pro rata) including statutory and public holidays.

7. 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 by the Board of Directors of Specialist Autism Services. All information will be treated with strictest confidence.

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.

8. DBS Checks

A DBS (Disclosure and Barring Service) Check will be undertaken for all successful applicants.

9. 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.

Note: This job description is not restrictive or definitive in any way and should be regarded only as a guideline to the duties required and may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment.

Working for and with adults with Autism across Yorkshire



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