



Working for and with adults with Autism

Specialist Autism Services

Person Specification Trainee Service Co-Ordinator

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<ul style="list-style-type: none"> Have a good general education to at least GCSE level or earlier equivalent 	<ul style="list-style-type: none"> Educated to Degree level or NVQ Level 4, in Leadership and Management/ Health and Social Care. CLAIT or equivalent computer qualification Full driving licence 	Application Form Interview
Experience	<ul style="list-style-type: none"> Managing own workload/working on own initiative Experience of developing individual and group activities. Interacting with staff on all levels. 	<ul style="list-style-type: none"> Experience of managing staff, volunteers or students Minimum 2 years experience working with people with an ASC and/or learning disabilities Managing challenging situations Working as part of a multi disciplinary team 	Application Interview References
Training	<ul style="list-style-type: none"> Willingness to undertake training to work towards the required occupational standards Training in Autism Spectrum Conditions 	<ul style="list-style-type: none"> Leadership and management techniques Care planning/reviewing Supervision of staff Recruitment and selection 	Application Form Interview

Knowledge / Specialist Knowledge	<ul style="list-style-type: none"> • Understanding of equality issues around race, gender, disability and sexuality • Knowledge and understanding of Autism Spectrum Conditions 	<ul style="list-style-type: none"> • Disability Discrimination Act • Recruitment and Selection procedures • Knowledge and understanding of Community Care Assessment procedures 	Application Form Interview References
Personal Qualities, Attributes and Skills	<ul style="list-style-type: none"> • Enthusiasm, self motivation/ ability to motivate others • Willingness to take ownership of tasks and be self reliant • Good organisational skills. • Good prioritising and delegation skills • Sympathetic and sensitive approach • Ability to form and maintain appropriate relationships and personal boundaries with adults and young people. • Good time management skills. • Excellent communication and listening skills • Flexible approach • Can make decisions quickly and effectively whilst under pressure • Ability to analyse situations and delegate appropriately • Demonstrate positive interpersonal skills • Loyalty and commitment • Problem solving • Effective organiser, planner and evaluator. 	<ul style="list-style-type: none"> • Willingness to undertake additional responsibility • Creative in responding to needs of members • Professional approach to external meetings, negotiation and work with other agencies • Professional standards of report writing and correspondence • Appropriate attitude in relation to the use of authority • Demonstrate an ability of how to stay calm under pressure. • Demonstrate a practical attitude with realistic expectations • Demonstrate knowledge of diplomacy in workplace • Ability to teach new skills to staff team 	Application Form Interview References Situational Exercise

	<ul style="list-style-type: none">• Willing to empathise and advocate for the needs of people with Autistic Spectrum Conditions• Ability to enable/empower others to fulfil their maximum potential• Respect confidentiality of staff and members.• Positive role- model and mentor at all times.• Committed to developing services for individuals to a high standard• Ability to learn quickly and adapt to change.• Friendly and approachable.		
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