

## Skills Mentor Job Description

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| <b>Job Title:</b>      | Skills Mentor/Support Worker   |
| <b>Hours of Work:</b>  | Full time 35 hours per week (09.30 to 16.45 hours Monday – Friday and one Thursday in every six, late night until 20.00 hours). Part- time hours negotiable, but a minimum of 3 consistent days per week preferably. |
| <b>Base:</b>           | Bradford/Leeds   |
| <b>Responsible to:</b> | Service Coordinator  |
| <b>Salary:</b>         | £11.64 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 enable our members (clients/service users) 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. This demanding environment requires the commitment of its entire staff team to SAS' mission statement and to conduct themselves in a professional, discreet yet sensitive and friendly manner. Skills Mentors are expected to accompany and encourage our members during social inclusion activities both within the service and on community participation activities.

*Working for and with adults with Autism across Yorkshire*

 Onward House, 2 Baptist Place, Bradford, BD1 2PS  01274 789 789

 [info@specialistautismservices.org](mailto:info@specialistautismservices.org)  [www.specialistautismservices.org](http://www.specialistautismservices.org)

## 1. Main Duties

- To provide support and assistance to members to enable and empower them.
- To assist facilitators in the implementation of our social and educational learning programme.
- 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.
- Teach and further develop skills in communication, interaction and social behaviour.
- 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 and valuing individual rights at all times.
- To carry out the information as described in guidance material such as 'Skills Mentor Expectations'.
- To provide written reports, carry out administrative tasks and update members' files.
- To attend and contribute to meetings and discussions.
- To provide a positive, Autism specific environment which supports and meets the needs of our members.

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- 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.
- To provide support to members outside of Specialist Autism Services' premises including outreach and community participation activities (including licensed premises, work placements, colleges or other leisure facilities).
- Enable 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 learn and try to understand more about Autism Spectrum Conditions and operate within the organisation's best practice approach for each individual.

## 2. Activities

- Assist in the preparation and implementation of a wide range of workshops in both groups and 1:1 activities on a day to day basis as instructed by the senior staff.
- Support and engage Specialist Autism Services' members in tasks and duties on site at all times, including breaks and lunch times.

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- 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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### 3. 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.

### 4. 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.

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- This job description may be adjusted according to the developing service needs in conjunction with the post holder.

## 5. Terms and Conditions of Service

**Special Conditions:** 6 month probationary period

**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.

## 6. 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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