

## Autism Specialist Advisor – Community Services (Adults) Job Description

<b>Working Hours:</b> 22.5 hours per week	<b>Salary:</b> £12,233.60 actual for 22.5 hrs Salary scale £20,118.85 - £21,750.13 FTE (dependent on experience)
<b>Location:</b> Based at Head Office, Imperial Court, Kings Norton Business Centre, Sovereign Road, Birmingham, B30 3ES <i>(Currently on a phased return to office-based staff)</i>	<b>Responsible to:</b> Assistant Manager – Community Services
<b>Role Purpose</b>	
<p>Our Community Services team enables autistic adults, children, and their families to access support within their local community to build resilience, confidence and skills to actively participate in society.</p> <p>Due to additional funding, we are recruiting to a new post support the work of our Birmingham Pre and Post Diagnosis Service, delivering one to one support sessions to autistic adults at our Head office or online via Zoom.</p> <p>Although this is the primary focus of the role there will be opportunities to contribute to other projects delivered by our Community Services team working across Birmingham and the Black Country and outlined in the job description below.</p> <p>The post holder will need flexibility to work as part of a small team including working outside their normal working hours when required, with occasional evening and weekend work.</p>	
<b>PRIMARY FOCUS</b>	<p><b>Individual work</b></p> <ul style="list-style-type: none"> <li>• Provide focussed advice and support sessions to autistic adults and/or parent/carers (in person, by phone or on-line)</li> <li>• Carry out research where necessary to meet more in-depth and/or specific information needs.</li> <li>• Facilitate interactions between families/individuals and services when required (including social workers, and mental health services)</li> </ul>
<b>Other Areas of Support &amp; Delivery</b>	<p><b>Group work</b></p> <ul style="list-style-type: none"> <li>• Organise and facilitate social groups and activities for autistic children and autistic adults.</li> <li>• Design and deliver group intervention programmes for autistic children, autistic adults and siblings of autistic children.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• Deliver training workshops on a range of topics for parents/carers or autistic adults (in person or on-line)</li> <li>• Deliver tailored autism awareness training to professionals supporting autistic children and adults in the community e.g. social workers, NHS workers, community groups (in person or on-line)</li> </ul>

<p><b>Contract Delivery</b></p>	<ul style="list-style-type: none"> <li>• Work effectively to meet targets and be aware of contract responsibilities as set out by the Service Manager.</li> <li>• Be responsible for the accurate and timely completion of contractual paperwork as required.</li> <li>• Attend contract review meetings with the Service Manager when required.</li> <li>• Collate and compile performance information including service user feedback to inform contract reporting.</li> <li>• Develop positive relationships with local organisations and groups who work with children and adults with autism.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Manage time effectively and independently, working within the guidelines set by your line manager.</li> <li>• Liaise effectively and professionally with organisations, and other Autism West Midlands departments and staff, families and the people we support.</li> <li>• Positively raise awareness of the needs of autistic children and adults when opportunities arise and specifically by attending information events and strategic working groups meetings.</li> <li>• Keep and manage case records securely and dispose of them according to legal requirements and Autism West Midlands policy.</li> <li>• Collect, record and present statistical information by imputing data onto the database.</li> <li>• Report vulnerable adult safeguarding/child protection issues that may arise directly to the appropriate agency in coordination with the Assistant Manager and Designated Safeguarding Lead and together agree appropriate action, following Autism West Midlands's procedures.</li> <li>• Report any concerns, complaints and compliments according to organisational policy and service specific procedure.</li> <li>• Take the time to develop your knowledge, skills and understanding of the needs of people with Autism and how to support and communicate effectively with the individuals you support.</li> <li>• Attend and participate in mandatory and relevant training courses as and when required.</li> <li>• Work flexibly and be prepared to undertake work outside your normal hours if required for the effective delivery of the service</li> <li>• Positively promote and raise the profile of autistic people and Autism West Midlands.</li> <li>• Build effective relationships within the wider Autism West Midlands team, sharing ideas, research and developments.</li> <li>• Work in accordance with Autism West Midlands policies and procedures</li> <li>• Any other duties commensurate with the role</li> </ul>

<b>Specialist Autism Advisor (Adults)- Person Specification</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Professional Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of general education</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant degree or professional qualification</li> <li>• A qualification related to Autism, or information, advice and guidance (IAG)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the autism spectrum.</li> <li>• Knowledge of the key issues which impact on autistic adults and/ and their families</li> <li>• Understanding of safeguarding, confidentiality and equality.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of how individual needs can be supported and how specific autism strategies can be used.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Specific experience of working with adults and/or children with additional needs.</li> <li>• Experience of providing advice, information and support.</li> <li>• Experience of delivering presentations to groups of people.</li> <li>• Experience of setting and supporting individuals to achieve their goals.</li> <li>• Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with autistic adults</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good listening skills</li> <li>• Ability to communicate clearly and effectively to a wide range of individuals.</li> <li>• Good written communication skills</li> <li>• Ability to handle stressful situations.</li> <li>• IT literate, with practical experience of using Microsoft Word, Excel and the internet.</li> <li>• Ability to work independently without direct supervision.</li> <li>• Current driving license, access to a vehicle and a willingness to travel</li> </ul>	