 WOKINGHAM BOROUGH COUNCIL	Job Description		705223
Job Title	Autism family support officer		
Service	Childrens with disabilities, Children's Services.	Team	ASSIST (Autism Spectrum service for information, support & training)
Location	The Woodley Airfield Centre		
Reports to	ASSIST Manager		
Grade:	Type of position:		Hours per Week:
5R	Part-time, permanent		25 hours per week to include some evening and weekend working.
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<u>Service Purpose</u>			
<p>The aim of the ASSIST service is to work in a proactive, supportive and preventative way with families and providers so that autistic children and young people living in the Wokingham Borough can be the best they can be. The approach to intervention is holistic, creative and directed by the needs of the individual and those around him or her. The service provides information, support and training, especially supporting families pre- and post-diagnosis.</p> <p>A key factor for the service is to build capacity – always looking at ways to work with many, sharing knowledge, skills and understanding of autism.</p>			

General Description of the job

A challenging and varied role, the Autism family support officer works to make a positive impact on the lives of autistic children, young people and their families. Offering practical help and emotional support to families experiencing short or long-term difficulties by developing measurable goals and helping the whole family to acquire the skills necessary to achieve them.

Coaching, mentoring and motivating families to enable them to support the needs of their autistic child or young person.

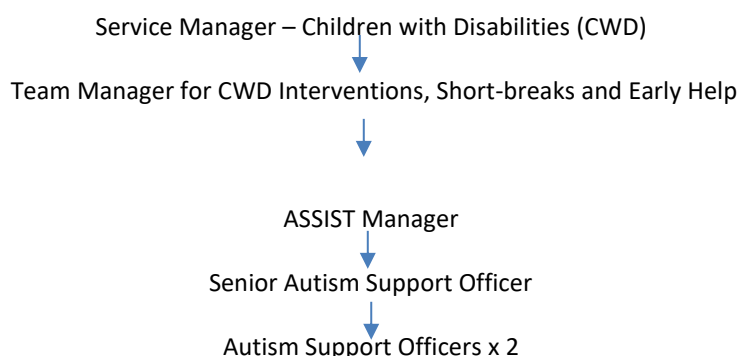
Signposting and referring to local service provision and organisations, supporting the enhancement of parenting skills and knowledge in relation to autism through the delivery of the National Autistic Society Earlybird suite of programmes as a NAS licenced trainer.

Working directly with families, identifying and planning the support required to address issues and prevent difficulties from escalating. Holding a caseload of work which is planned and regularly reviewed.

Working and liaising with children, young people and their families, colleagues, health, education, schools and social professionals, as well as multi-agency networks to support progress and achieve desired outcomes by considering the needs of the autistic child / young person holistically and to promote consistent strategies across all environments by advising and consulting to support others to consider an autism perspective.

Managing own workload and diary commitments and maintaining accurate, up to date administration and records, plus writing or contributing to professional reports.

Organisation Chart



Main Accountabilities of the post

1	Delivery of ASSIST services to families using tools such as Team around the Family, Signs of Safety, National Autistic Society resources and any other identified processes to work towards improving outcomes of autistic children, young people and their families.
2	Supporting the delivery of a variety of autism specific parent programmes and workshops to parents, carers, members of the public, other agencies and organisations.
3	Holding a caseload and working directly with children, young people and their families in their homes or other venues. Seek the voice of the child or young person where appropriate. Working with groups of parents & carers. Working with children and young people at ASSIST clubs, encouraging development of self-identity, building understanding of the world around them, supporting each other and having fun.

4	Working in partnership with all professionals, practitioners and support agencies towards positive outcomes for autistic children, young people and families which may include regular attendance at team around the family meetings. Being the Lead Professional within the TAF structure with some families - organising the TAF meetings and necessary support with planned co-working with colleagues from other departments to share skills.
5	Receive and deal with customer queries in relation to autism effectively, eg sharing information, advice and strategies and signposting.
6	Ensure accurate, timely, factual, and reflective case recording on all systems.
7	Contribute to assessments by providing professionally written reports.
8	Attend and contribute to regular team meetings, being part of team development of services as identified to meet the needs of autistic children, young people and their families.
9	Following all policies and procedures and work in accordance with WBC's values to meet the needs of children, young people, and families in the Wokingham Borough.
10	Promoting and safeguard the welfare of children who live or access services in, or who are looked after by, Wokingham Borough Council.
<u>Additional Corporate Responsibilities</u>	
1	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success.
2	Values Profile: To follow the principles set out in the <u>Employee Values Profile</u> .
3	Health and Safety: Take reasonable care of the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	Special Factors: e.g., hold driving licence, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc <ul style="list-style-type: none"> • An enhanced DBS check. • Ability to travel around the Wokingham Borough, and sometimes further afield. • Able to work flexibly as the service requires and will include some evenings and weekends. • Able to work in a variety of settings including WBC offices, families' homes, schools, local community as well as some home working. • Willing to attend training as required.
<u>Scope</u>	
Resources	IT equipment and mobile phone
DBS Check required	YES – enhanced DBS

<u>Person Specification</u>		
Qualifications	Essential	Desirable
Relevant professional qualification (Social Work, Early Years, Youth & Community, Health)		
<ul style="list-style-type: none"> Minimum level 3 qualification in childcare, social work, social care, youth work, health, education or advice and guidance 	E	
<ul style="list-style-type: none"> Educated to GCSE level including an English language qualification 	E	
Experience	Essential	Desirable
Substantial experience (two years or more) in either a paid or voluntary capacity working with children, young people and their families.	E	
Experience of relating to adults, children and young people positively - both as individuals and in groups, encouraging participation, involvement, empowerment and achievement.	E	
Experience in planning activities and programmes for children and parents		D
Experience of holding a non-statutory caseload		D
Experience of integrating the principles of inclusion, equality and diversity into programme/ casework development and delivery		D
Experience and knowledge of safeguarding practices and procedures.		D
Knowledge	Essential	Desirable
Knowledge and understanding of statutory and voluntary services for families of children and young people with disabilities.	E	
Knowledge and understanding of issues facing families of autistic children.	E	
Knowledge and understanding of partnership working - working with parents, agencies and others.	E	
Knowledge of Data protection and confidentiality principles.	E	
Knowledge of Health & Safety issues and how to ensure good practice.	E	
Skills	Essential	Desirable
Effective communication skills, written and oral, informal and formal including excellent listening and support skills.	E	
Ability to build and maintain rapport with adults and children / young people.	E	

Ability to act as Lead Professional and to advocate for young people and families, working collaboratively, with professionals to enable effective joint working and positive outcomes for families.	E	
Organisation and problem-solving skills	E	
Competent IT skills and using packages eg Microsoft word, outlook, Teams'. Internal recording systems (Mosaic & EDRMS)	E	D
Knowledge of local services and provision		D
Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.	Essential	Desirable
<ol style="list-style-type: none"> 1. Adaptable and flexible to changing requirements and priorities. 2. Self-motivated and positive "can do" approach. Friendly and helpful attitude. 3. Self-motivated and confident. 4. Calm when under pressure, resilient. 5. Maintain professional boundaries. 6. Tactful, ability to be diplomatic, work in a confidential manner with sensitivity. 7. Has a sense of responsibility for work. 8. Ability to use own initiative as well as work as part of a team within the wider service. 	E E E E E E E E	