<table>
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<th>Job Description</th>
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<td>Autism Specialist</td>
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**Introduction**

Autism Spectrum Connections Cymru (ASCC) is committed to working in partnership with people with Autism Spectrum Conditions, their families, commissioners and others to provide specialist, autism specific, person centred and outcome focussed services.

All staff are expected to:

- Work in the context of ASCC’s Vision, Mission and Philosophy and to use our ‘Five Point Star’ approach in order to support people with autism in achieving their goals.
- Work to develop their abilities in line with the ASCC Competency Framework.
- Recognise the positive abilities of people with autism and support our shared belief in life long learning.
- Adhere to the ASCC Code of Conduct and the Care Council for Wales’ Code of Practice for Social Care Workers, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.
- Undertake an enhanced DBS check

**Location**

Based at the One Stop Shop in Cardiff but will be expected to work flexibly across South Wales. Occasional further travel may be required.

This role requires some regular evening and weekend working.

**Line Manager**

The Autism Specialist will be accountable to the Projects Manager with day to day support and supervision from the Team Leader.

**Main Duties and Responsibilities**

The Autism Specialist will support the development and delivery of a wide range of focussed 1:1, Group and social support opportunities for people with High Functioning Autism and Asperger syndrome.

The post holder will work as part of the OSS team offering support for all people accessing the service on a case by case basis. The post holder will support the core service of the One Stop Shop and will contribute to the development and staffing of a wide range of activities provided from there.

Additionally the post holder will provide support for people with autism within the community, their own homes and in employment settings.
• Take personal responsibility for learning about people using the service and the way autism affects them; for ‘listening’ to each individual; and for reflecting on own practice to continuously develop your own knowledge and skills.
• Assess the needs of referrals and determine an appropriate support response.
• Provide and, develop with supervision, structured 1:1 and group sessions for individuals with autism.
• Support people with autism flexibly, learning what the person wants from their service and working with them to achieve positive outcomes.
• Develop and facilitate new opportunities for younger adults and adolescents.
• Support people in a variety of settings including within the community, education, employment and domestic settings.
• Provide autism awareness sessions to groups including people with autism, their families, internal staff and external agencies.
• To regularly review the effectiveness of support being provided by the service.
• To meet with individuals seeking to use the service to carry out an induction with them, assessing their needs and outlining the breadth of the service to them.
• Positively contribute to and where needed lead the development and facilitation of social opportunities for people with autism.
• Ensure that people with autism are integral to the development of the social activities and groups offered through the OSS.
• Work with people with autism to inform and refine the support offered as part of our services.
• To keep abreast of developments in theory relating to autism specific interventions and support strategies.
• To assist with the management & facilitation of drop-in services. This will require some late night and weekend working.
• Manage a caseload of service users, doing one-to-one work to assist with issues such as, but not exclusive to, benefits and housing.
• Attend regular staff meetings and work with the OSS team effectively in ways which promote harmony and good teamwork.
• To ensure policy and procedure in relation to adult protection is adhered to.
• To complete any other duties and responsibilities when requested, which are commensurate with the role.

Compliance

• Ensure that all aspects of the OSS project that the post holder has responsibility for are compliant with ASCC’s philosophy and unique approach.
• Ensure all activities are property risk assessed.
• Ensure that Health and Safety legislation is adhered to.
• Maintain a high standard of safeguarding and reporting.
• Work collaboratively with health and other professionals and family members.
• To carry out the duties and responsibilities of the post in compliance with all ASCC policies, especially Equality and Diversity and Health and Safety.

Management of Resources

• Where applicable, to work within and report on the spending of agreed budgets.
### Reporting

- To provide regular reports as required to the Projects Manager and Team Leader.
- To monitor and record outcomes of the service provisions for internal and external management purposes.

### General responsibilities

- To participate in training.
- To co-operate in a professional manner with all organisation staff in maintaining good relations with outside bodies and the general public in order to promote the organisation’s reputation and gain increased support for its work.
- To co-operate with all organisation staff, in maintaining amicable inter-personal relations.
- To maintain confidentiality for all areas of the organisation, its staff and operations.
- To contribute to the safeguarding of the people supported by Autism Spectrum Connections Cymru.
- To complete any other duties and responsibilities when requested, which are commensurate with the role.

The OSS Autism Specialist will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the wider service.

Duties will at all times be undertaken in compliance with Autism Spectrum Connections Cymru Policies and Procedures, including Health and Safety.

**August 15**
# Person Specification

### OSS Autism Specialist

## Knowledge:

**Essential:**
- Significant experience working with individuals with Autism Spectrum Conditions, particularly those with Asperger syndrome/ High Functioning Autism.
- A sound theoretical knowledge of Autism Spectrum Conditions, and demonstrable knowledge of how to put that into practice when working with individuals.

**Desirable:**
- Relevant vocational or academic qualification. eg NVQ Level 4/ QCF Level 5 Health & Social Care.

## Skills/abilities:

**Essential:**
- Ability to create and present information/ training to groups of people.
- Ability to work flexibly across a variety of settings.
- Ability to work on own initiative.
- Ability to manage groups whilst understanding the needs of the individual.
- Ability to take personal responsibility for the delivery of a project/ task.
- Ability to assess and develop support responses in partnership with people with autism, their families and carers.
- Ability to work with and positively influence those around you to develop greater confidence and understanding when supporting people with autism.

**Desirable:**
- Fluent spoken and written Welsh.

## Other

A dedication and passion for working with people with an ASC and a desire to help each individual achieve their true potential.

### Personal Attributes:

Empathy, Non Judgemental, Attention to detail, Maintain professionalism, Resourcefulness, Flexibility, Motivation to learn and to improve professional skills.

### General:

Prepared for regular evening and Saturday working to facilitate drop in and social activities from the OSS and in the community.

**Date reviewed:** August 15