

Job Description
Support Worker
<p>Introduction</p> <p>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.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • 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 Social Care 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
<p>Location</p> <p>Support Workers will be expected to work flexibly across South Wales. Occasional further travel may be required.</p> <p>This role requires regular evening and weekend working as well as sleep-ins.</p>
<p>Line Manager</p> <p>The Community Senior Support Worker will be accountable to the Community Support Services Manager/ House Manager.</p>
<p>Main Duties and Responsibilities</p> <p>Additionally the post holder will provide support for people with autism within the community, their own homes and in employment/education settings.</p> <ul style="list-style-type: none"> • 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. • Specifically take account of the choices, needs and wishes of each service user, involving service users in their own plans and day to day decisions. • Maintain service user confidentiality at all times.

- Develop person centred working relationships with service users

Support service users in their daily lives through:

- Assisting them to develop and maintain a high standard of personal hygiene and appearance
 - Supporting them to make appropriate choices regarding their nutritional needs.
 - Administering medication as directed, in accordance with their needs and taking full account of the Medication Policy and Procedures
 - Accompanying them to the dentist, doctor, hairdresser, and other appointments as appropriate.
 - Reporting to managers *any* concerns regarding the service user's welfare including health and safety issues
 - Supporting them in their basic care needs such as bathing, dressing, shaving, and assisting them to learn self care and with direct support where required
 - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual service user's interests, choices and needs.
 - Accompanying them on trips and holidays away where available and appropriate.
 - Ensuring the home environment is secure, clean and well presented, undertaking domestic chores and relevant checks as necessary
 - Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.
 - Using 'Positive Intervention Support Planning' to support service users in managing their own challenging behaviours
 - Understanding the importance of a service user's working file and plans, and using these effectively and professionally to inform practice on a daily basis.
 - Recording accurately and professionally in line with national standards, Autism Initiatives requirements and the Five Point Star approach.
 - Attending and participating in all meetings as required including Supervision and Appraisals.
 - Working with managers to identify needs and access relevant learning and development opportunities and sharing that learning with others.
- 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 support is compliant with ASCC's philosophy and unique approach.
- Ensure all activities are properly 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 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.

Support Workers 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.

April 18

Person Specification

Support Worker

Knowledge:

Essential:

- Experience working with vulnerable people in community/ education settings.
- Understanding of what ‘a person centred approach’ means

Desirable:

- Experience working with individuals with Autism Spectrum Conditions, particularly those with Asperger syndrome/ High Functioning Autism.
- A sound theoretical knowledge of Autism Spectrums Conditions, and demonstrable knowledge of how to put that into practice when working with individuals.
- Relevant vocational or academic qualification. eg NVQ Level 2/3 / QCF Level 2/3 Health & Social Care.

Skills/abilities:

Essential:

- Ability to work flexibly across a variety of settings
- Awareness of Autism Spectrum Conditions and how they may effect individuals
- Ability to work effectively as part of a team
- Ability to work on own initiative and ‘think for yourself’
- Flexibility and resilience: The ability to meet the changing needs of service users
- Excellent communication skills, particularly recognising the importance of listening.
- Willingness to learn and continuously develop

Desirable:

- Fluent spoken and written Welsh.
- A full, clean driving licence

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 weekend working (including sleep-ins).

Date reviewed: April 18