

| Job Description |
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| Support Worker |
| <p>Introduction</p> <p>Autism Initiatives is committed to working in partnership with the people we support, their families, commissioners and others to provide a personalised, autism specialist, service that makes a positive difference to the lives of people on the autism spectrum.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Autism Initiatives' Vision, Mission and Philosophy and use our 'Five Point Star' approach to support people in achieving their goals. • Work to develop their abilities in line with the Autism Initiatives Competency Framework. • Recognise the strengths and abilities of the people who access our services and support our shared belief in lifelong learning. • Adhere to the Autism Initiatives' Code of Conduct, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times. |
| <p>Location / department</p> <p>Support Workers may be recruited for specific locations and people with autism, and <i>will also be required to work at other locations, either temporarily or permanently.</i></p> |
| <p>Line Manager</p> <p>Support Workers are managed and supervised by the Service Manager where they are located.</p> |
| <p>Main Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Specifically take account of the choices, needs and wishes of each person with autism, involving individuals in their own plans and day to day decisions. 2. Take personal responsibility for learning about each autistic person and the way autism affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills. 3. Maintain confidentiality at all times. 4. Develop person centred working relationships with the people with autism, carrying out Key Worker responsibilities in a professional manner. 5. Support autistic people in their daily lives through: <ul style="list-style-type: none"> • Assisting them to develop and maintain a high standard of personal hygiene and appearance • Supporting appropriate choices regarding nutritional needs. • Administering medication in accordance with individual needs and taking full account of the Medication Policy and Procedures • Accompanying people with autism to the dentist, doctor, hairdresser, and other appointments as appropriate. • Reporting to managers <i>any</i> concerns regarding welfare including health and safety issues • Supporting 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 interests, choices and needs.
- Accompanying autistic people on trips and holidays away
- 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 adults at risk.
- Using 'Positive Intervention Support Planning' to support individuals in managing their own behaviours of concern.
- Understanding the importance of 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 share that learning with others.
- Working as part of a team, sharing responsibility fairly and being supportive of others.

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.

The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.

Reviewed 2018

| Person Specification |
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| Support Worker |
| <p>Essential</p> <ul style="list-style-type: none"> • A willingness to learn and interest in continuous learning • Recognising people have different ways of communicating • Ability to work with other people • Ability to work on your own initiative and be pro-active in your approach • Ability to understand the concept of 'support' as being different to 'care' • Ability to understand that everybody is different and acknowledging the expertise of people with autism • Adaptability in your approach to change • Attention to detail |
| <p>Desirable</p> <ul style="list-style-type: none"> • Level 2 Qualification in Care (You will be required and supported to work towards this following your induction) |
| <p>Other</p> <p><i>Personal Attributes:</i></p> <p>Empathy, Non Judgemental, Maintain professionalism, Resourcefulness, Flexibility, Motivation to learning and improve professional skills</p> <p><i>General:</i></p> <p>Prepared to work evening and weekends on a rota basis to include sleep in duties</p> |