

POST:	AUTISM SUPPORT WORKER
LOCATION:	West Midlands (Various Locations)
SALARY:	£15.07/Hour
HOURS:	Zero hours - Flexible
Responsible to:	Group Leader, Service Coordinator

About Resources for Autism (RfA)

We have been around since 1997 when we started as a small playgroup set up by parents dismayed at the lack of provision for their autistic children. Since then, Resources for Autism (RfA) has grown into a major deliverer of services and support in London and the West Midlands with a turnover of around £2.5m per year. Our mission is to support and enable autistic people to live happy and fulfilling lives. We want to change society's attitude to autism whilst also providing essential services and enriching opportunities to autistic people. We are a values-driven organisation which employs values-driven people who want to make a difference. Our values are: Inclusion, Creativity, Compassion, Courageousness and Expert. You will play a vital part in ensuring that we can resource and sustain this amazing work.

Our Services

All of our services across children and adults and parent/carers, mirror the wider organisational mission of providing safe, fun and meaningful support that enables personal development. We provide this support by ensuring our staff are skilfully trained, meet the highest safeguarding expectations and are encouraged to develop and upskill throughout their career with Resources for Autism.

Main Responsibilities

The role of an Autism Support Worker is integral to RfA fulfilling its mission as it is the key role that determines a service user's experience of the organisation. With really strong values and openness to training you will receive from us, you will be responsible for delivering direct practical support to our service users and their families. You will mostly work in group settings and be able to work independently and as part of a team. You will have access to further training to support your ongoing development, including opportunities to gain skills in mentoring or autism-related specialisms such as behaviour, mental health, trauma, or training. While not a direct route to progression, this development may support future applications for future employed roles within the organisation, should opportunities arise.

Whilst you will receive all the training and support you need to deliver effective results for RFA, you will be expected to demonstrate the values of acceptance and patience in your interactions with service users, their families and RfA team members and alongside this you should keep your own continuous personal development up to date.

Principal Duties:

1. Be part of a team of support workers offering support to autistic individuals with a range of support needs.
2. The ability to work as a team player in the delivery of group activities is key.
3. Key work autistic individuals in a group setting, while ensuring the delivery of impactful activities, ensuring their well-being, safeguarding and managing risk.
4. Be a positive role model to service users, parents/carers and colleagues.
5. To promote positive behaviour support and implement appropriate de-escalation strategies that would be in the best interest of the individuals supported.
6. Update key information, including medical information, in regards to the individuals supported in the group.
7. To form and maintain appropriate professional boundaries with service users and their families and /or carers, as well as colleagues.
8. Follow Resources for Autism safeguarding procedures at all times and inform line manager of any concerns.
9. Act in line with RFA’s operating policies and procedures including reporting of concerns, changes of personal information, support logs and follow financial and administrative procedures, signing in/out of sessions, completing attendance logs, and responding to email and or other contact in a timely manner.
10. To attend and actively participate in training opportunities as necessary to fulfil these duties.
11. To ensure that responsibilities and duties are carried out in accordance with Health and Safety legislation, Equal Opportunities policy and Child/Vulnerable Adult Protection Policies and that updates to policy and procedure documents are read and understood.
12. Uphold and adhere to the values of RfA at all time.
13. Ensure compliance with RfA’s safeguarding policies and procedures.
14. All workers are expected to promote equality in the workplace and in our services

Skills and experience	Essential	Desirable
<i>Experience of Working with autistic people (paid or voluntary)</i>	x	
<i>Experience of Working in Group Settings</i>		x

<i>Understanding and knowledge of mental health and wellbeing for autistic people</i>		x
<i>Values driven and with a passion to make a difference to the lives of those whose voices are often marginalised.</i>	x	
<i>Positive attitude, motivating and creative</i>	x	
<i>Passionate, hard working</i>	x	
<i>Organised and efficient in the work place</i>	x	
Standard skills expected of all staff		
Excellent communication skills (written and verbal) adaptable to different populations including: colleagues, external professionals, service users, families, volunteers, donors	X	
Strong organisational and prioritisation skills	X	
Good understanding of Safeguarding	X	
IT skills: proficient with Office 365	X	
Self-starter and able to work independently, using own initiative	X	
Non-judgemental, compassionate	X	

Confidentiality

You will have access to confidential information concerning families and other service users and will be required to maintain confidentiality at all times.

Worker Benefits

While this is a zero-hour role with no guaranteed hours, many of our sessional workers tell us that Resources for Autism is “a great place to work”.

- **Offered work on a flexible, session-by-session basis**, which you can choose to accept or decline depending on your availability

- **Expected to give reasonable notice** if you need to cancel an agreed shift
- **Supported by a welcoming and values-driven team** who are passionate about making a difference for autistic people
- **Given access to training and development** opportunities relevant to your role
- Able to access to our wellbeing resources and an Employee Assistance Programme
- Enrolment on to our pension scheme if the minimum criteria is met

Please note: **Hybrid or remote working options are only available for some roles**, usually those that are office-based.

Application process:

In order that we adhere to Safer Recruitment processes, all applicants are required to complete an application form which must include your **full** employment history with clear details, any gaps in employment need to be outlined and explained. You are also required to provide details of your educational history.

In your personal statement we would like to see how you feel you meet the person specification and the requirements of the role.

If for any reason, such as due to accessibility, you feel you would struggle to complete an application form you can contact us via the below email and we will explore other options.

To discuss the role informally or if you need to contact us you can contact the HR team via recruitment@resourcesforautism.org.uk

We particularly welcome applications from global majority candidates, LGBTQIA+ candidates and disabled candidates, because we would like to increase the representation of these groups at Resources for Autism. We want to do this because we know greater diversity will lead to even greater results for our community.

As you would expect, we are a neuro-affirming employer, with a strengths and rights based approach to neurodiversity which affirms neurodivergent identity – we don't want to "fix" or "cure" autism, and we don't see it as a "disability" however we do recognise it can be "disabling". We are working to improve the ways in which we recruit and support neurodiverse employees and those with lived experience of neurodiversity.

RfA is a Disability Confidant employer and candidates who meet the minimum essential criteria, that have a disability will be guaranteed an interview.