



Job Description and Person Specification

Casual Support Worker

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| Job Title: | Casual Support Worker |
| Location: | Various across Oxfordshire, and occasionally other areas |
| Salary: | £10 per hour |
| Hours of work: | Various hours offered and agreed by the Chief Executive Officer. |
| Reporting to: | Activity Coordinator / Youth Group Coordinator and Chief Executive Officer. |
| Job outline: | To assist Activity Coordinators, Youth Group Coordinators, and the Chief Executive Officer in maintaining safe and stimulating play activities for young people on the autism spectrum. The group offers specific social skills input as well as activities and opportunities in line with mainstream youth clubs and current Code of Practice and Policies.. |

DUTIES AND RESPONSIBILITIES

1. Youth Work

- 1.1. To assist in providing and developing an appropriate and safe youth group for young people on the autism spectrum.
- 1.2. Support the Coordinators in delivering a programme of appropriate activities for young people on the autism spectrum.
- 1.3. Implement the planned sessions under the guidance of the Coordinator.
- 1.4. To build appropriate relationships with young people and assist in providing non-formal education, facilitate and support social skills, encourage and facilitate friendships amongst the young people, and facilitate social opportunities.
- 1.5. Maintain good communication with the young people's parents within the setting, as appropriate and relevant to the post.
- 1.6. To be aware of, and implement current Policy and Codes of Practice on Safeguarding Children, Equal Opportunities, Confidentiality, challenging prejudice and discrimination and to promote good practice generally within the setting.
- 1.7. Support the members to access mainstream activities when appropriate.

2. Staff, Colleagues and Training:

- 2.1. To maintain good and timely communication with all project staff, venue staff, and volunteers.
- 2.2. To assist the Coordinator to supervise volunteers.
- 2.3. To undertake appropriate training as identified with the line manager.
- 2.4. To attend staff meetings as required.

3. Local Communities, Organisations and Other Agencies

- 3.1. To liaise with the local community and other agencies as appropriate and relevant to the post, in consultation with the line manager.

4. Reports, Monitoring, Evaluation, Administration and Finance

- 4.1. To attend all staff briefings, and undertake planning and preparation for sessions.
- 4.2. To assist the Coordinator to provide appropriate administrative records and reports.

5. Policy, Practice and other duties:

- 5.1. To implement and work in accordance with all Autism Family Support Oxfordshire policies, in particular Safeguarding Children, Confidentiality, Equal Opportunities, Health and Safety.
- 5.2. Maintain confidentiality in all areas of the setting and Autism Family Support Oxfordshire and its work. The nature of the work entrusts people with confidential information about families and staff. Any breach of this confidentiality will constitute gross misconduct.
- 5.3. Such other duties as may be required and are appropriate for the nature and grade of the post.

6. General Responsibilities

- 6.1. Cooperate with all Autism Family Support Oxfordshire staff in maintaining good relationships with outside agencies and the general public in order to uphold the organisation's repute.
- 6.2. Promote a positive image of autism and the organisations involved with the project

EQUAL OPPORTUNITIES

Autism Family Support Oxfordshire is committed to the principle and practice of actively promoting equality of opportunity and anti-discriminatory practice for all.

We aim to ensure that no individual receives less than favourable treatment on the grounds of age (except in relation to retirement), colour, disability, ethnic or national origin, marital or parental status, nationality, personal circumstances, race, religious belief, sexual orientation, social class or any other grounds which are unjustifiable in terms of equality of opportunity and anti-discriminatory practice.

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT:

The post is subject to a satisfactory DBS check, two references, and a 6 month probationary period

NOTE: The job description above reflects the present requirements of the post. As developments occur and duties and responsibilities change the job description will be reviewed and may be subject to amendment in consultation with the post holder.

PERSON SPECIFICATION

Casual Support Worker

Candidates must meet the following criteria. The criteria will be assessed during the short listing and interview process.

| Category/item | Essential | Desirable |
|---|-----------|-----------|
| Experience | | |
| Supporting children / adults with autism or additional needs in a social setting | ✓ | |
| Using autism-specific strategies to support young people/adults | | ✓ |
| Qualifications | | |
| GCSEs or equivalent | ✓ | |
| Qualification in Youth Work or equivalent | | ✓ |
| Knowledge | | |
| Knowledge of procedures relating to good practice in Safeguarding Children, and Confidentiality | ✓ | |
| Personal Qualities & Skills | | |
| Able to nurture and motivate children | ✓ | |
| A sense of fun and play, while mature and responsible | ✓ | |
| Able to use initiative and take responsibility in a group setting | ✓ | |
| Excellent social skills | ✓ | |
| Patience and empathy | ✓ | |
| Flexibility | ✓ | |
| Non-judgemental | ✓ | |
| Creativity | ✓ | |
| A proactive team member | ✓ | |
| Specific requirements | | |
| Driver with own vehicle | | ✓ |