

JOB DESCRIPTION



Youth Support Worker (Thursdays)

- Job Title:** Youth Support Worker
'Stuff' Youth Group - for young people aged Secondary School ages 11 - 16 years with Asperger Syndrome/High Functioning Autism.
- Salary:** £10 per hour
- Hours of work:** 3.5 hours per week, term time. Core working hours are Thursdays 5:30pm - 8:30PM during school term time (39 weeks, Oxfordshire school terms). The youth group sessions run term time on Thursdays 6PM – 8PM and the post holder is required to arrive at 5:30PM to attend the staff briefing. An additional 0.5 hours per week is allocated and expected to be worked for preparation, planning, longer sessions/activities, staff meetings, training and other work as agreed by the Chief Executive Officer. This additional time is paid weekly but may be accrued to accommodate the flexible nature of this work.
- Location:** Autism Family Support Oxfordshire, Abingdon Community Support Service, Crabtree Place, off Audlett Drive, Abingdon, OX14 3GD
- Reporting to:** Youth Group Coordinator.
- Job outline:** To assist the Youth Group Coordinator in delivering a fun, nurturing, and safe youth group for young people with Asperger's Syndrome / High Functioning Autism. Providing opportunities for young people to play, socialise, make friends and develop via informal learning. To deputise for the Youth Group Coordinator, if approved by the Chief Executive Officer.

DUTIES AND RESPONSIBILITIES

1. Youth Work

- 1.1. Assist in providing and developing an appropriate and safe youth group for young people with Asperger's Syndrome / High Functioning Autism.
- 1.2. Support the Youth Group Coordinator in delivering activities for young people.
- 1.3. Implement planned weekly sessions under the guidance of the Youth Group Coordinator.
- 1.4. Build appropriate relationships with young people and assist in providing non-formal leaning and social opportunities.
- 1.5. Implement Policy and Codes of Practice on Safeguarding Children, Equal Opportunities, Confidentiality, challenging discrimination and promote general good practice.
- 1.6. Support the members to access mainstream activities when appropriate.

2. Staff, Colleagues and Training:

- 2.1. Maintain good communication with project staff, venue staff, and volunteers.
- 2.2. Assist the Youth Group Coordinator to supervise volunteers.
- 2.3. Maintain good communication with parents, as appropriate and relevant to the post.
- 2.4. Undertake appropriate training as identified with the line manager.
- 2.5. Attend staff briefings and staff meetings.
- 2.6. Deputise for the Youth Group Coordinator, if agreed between the postholder and Chief Executive Officer.

3. Local Communities, Organisations and Other Agencies

- 3.1. 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. Attend all staff briefings, and undertake planning and preparation for sessions.
- 3.2. Assist the Youth Group Coordinator to provide appropriate administrative records and reports.
- 3.3. Assist the Youth Group Coordinator to provide periodic monitoring and evaluation reports.

5. Policy, Practice and other duties:

- 3.1. Implement and work in accordance with all Autism Family Support Oxfordshire (AFSO) policies, in particular Safeguarding Children, Confidentiality, Equal Opportunities, Health and Safety.
- 3.2. Maintain confidentiality in all areas of the youth group and AFSO's work. The nature of the work entrusts people with confidential information about families and staff. Any breach of this confidentiality will constitute gross misconduct.
- 3.3. 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

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT:

- Annual Leave: 28 days leave per annum (pro rata)
- The post is subject to a satisfactory Enhanced DBS check, two references, and a 3 month probationary period
- Salary is for 39 weeks per annum, spread across 12 months and paid in 12 equal amounts each month.

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 – see page 3

PERSON SPECIFICATION

Youth Support Worker (Thursday *Stuff* youth group)

The successful candidate is expected to have all the following experience and skills. These criteria will be assessed in the application shortlisting, and interview process.		
Category/item	Essential	Desirable
Experience		
Working with young people on the autism spectrum	✓	
Working with children / young people in social settings	✓	
Working with young people with emotional and behavioural difficulties	✓	
Handling confidential information	✓	
Working with parents/carers		✓
Qualifications and Knowledge		
GCSEs	✓	
Knowledge of autism-specific behaviour support strategies	✓	
Knowledge and experience of procedures relating to Safeguarding Children, Confidentiality and Equal Opportunities in a youth work setting	✓	
Personal Qualities & Skills		
Able to facilitate group work with children	✓	
A sense of fun while mature and responsible	✓	
Good interpersonal skills, tact and diplomacy	✓	
Able to encourage and support social skills	✓	
Using initiative and taking responsibility in a youth work setting	✓	
A supportive and proactive team member	✓	
Patience and empathy	✓	
Flexibility	✓	
Non-judgemental	✓	
Creativity in a youth group setting	✓	
Other requirements		
Committed to work Thursdays 5:30pm-8:30pm (term-time)	✓	
Able to travel to offsite trips	✓	

To apply for this post

You must complete an Application Form, available from our website:

www.afso.org.uk/vacancies

For specific enquiries about the vacancy please contact:

Gita Lobo, Chief Executive Officer Tel: 07929 379125 Email: gita@afso.org.uk

Successful applicants must complete an Enhanced DBS check.