



## Job Description and Person Specification

### Casual Support Worker

<b>Job Title:</b>	Casual Support Worker
<b>Location:</b>	Various across Oxfordshire, and occasionally other areas
<b>Salary:</b>	£10 per hour
<b>Hours of work:</b>	Various hours offered and agreed by the Chief Executive Officer.
<b>Reporting to:</b>	Activity Coordinator / Youth Group Coordinator and Chief Executive Officer.
<b>Job outline:</b>	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: supporting young people on the autism spectrum in a group setting**
  - 1.1. To assist with providing fun, nurturing, social, and safe activities for groups of young people on the autism spectrum in our holiday activities and/or youth groups, under the guidance of the Coordinator.
  - 1.2. To support young people using autism-friendly behavioural strategies in 'the AFSSO way' – to nurture, enable, and inspire.
  - 1.3. To support young people to participate in activities; to facilitate and support social skills; encourage and facilitate friendships amongst the young people; and facilitate social opportunities.
  - 1.4. To build appropriate relationships with young people.
  - 1.5. Implement planned sessions using initiative and responsibility.
  - 1.6. Support the Coordinators to deliver a programme of appropriate activities for young people on the autism spectrum.
  - 1.7. 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.
- 2. Staff, Colleagues and Training**
  - 2.1. Assist and support the Coordinator with the running of activities.
  - 2.2. Maintain good and timely communication with all project staff, venue staff, and volunteers.
  - 2.3. To attend staff briefings and debriefs, and undertake preparation for sessions.
  - 2.4. To support the staff team, be a good team player and support peers with the running of activities.
  - 2.5. Undertake appropriate training as identified with the line manager.
  - 2.6. Attend occasional staff meetings as required.

### **3. Reports, monitoring, evaluation, and administration**

- 3.1. To assist the Coordinator to provide appropriate administrative records and reports.

### **4. Local Communities, Organisations and Other Agencies**

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

### **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 reputation.
- 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 – see page 3**

# PERSON SPECIFICATION

## Casual Support Worker

The successful candidate will have all the experience and skills listed in the 'Essential' criteria below. These criteria will be assessed in the shortlisting process.

Criteria	Essential	Desirable
<b>Experience</b>		
Supporting young people on the autism spectrum in a group setting	✓	
Supporting young people with emotional and behavioural difficulties	✓	
Creating and implementing autism-specific behaviour support strategies	✓	
Using initiative and taking responsibility in a youth work setting	✓	
Implementing procedures relating to Safeguarding Children, and Confidentiality in a youth work setting	✓	
Working with parents/carers		✓
<b>Qualifications and knowledge</b>		
<ul style="list-style-type: none"> <li>• GCSEs</li> <li>• Qualification in youth work, community work, social care, or related field</li> </ul>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>Personal qualities &amp; skills</b>		
<ul style="list-style-type: none"> <li>• Able to facilitate group work with children</li> <li>• A sense of fun while mature and responsible</li> <li>• Good interpersonal skills and diplomacy</li> <li>• Able to encourage and support social skills</li> <li>• A supportive and proactive team member</li> <li>• Patience and empathy</li> <li>• Flexibility</li> <li>• Non-judgemental</li> <li>• Creativity in a youth group setting</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Other requirements</b>		
<ul style="list-style-type: none"> <li>• Able to work some days and/or evenings in school holidays, and/or occasional evenings and/or Saturdays during term time.</li> <li>• Able to travel to Oxford, Wolvercote, and Abingdon (other sites across Oxfordshire are optional)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	

### To apply for this post

We require all applicants to complete an Application Form, available from our website:

[www.afso.org.uk/vacancies](http://www.afso.org.uk/vacancies)

**Closing Date: Rolling recruitment – we encourage applications at any time, and especially ahead of Easter and Summer school holidays.**

**Completed Application Forms should be sent by email to:  
Gita Lobo, Chief Executive Officer, Email: [gita@afso.org.uk](mailto:gita@afso.org.uk)**

This post is subject to satisfactory Enhanced DBS check and 2 references.

For specific enquiries about this vacancy please contact:  
Gita Lobo, Chief Executive Officer Tel: 07929 379125 Email: [gita@afso.org.uk](mailto:gita@afso.org.uk)