



## Come and join our award-winning team!

Autism Family Support Oxfordshire is expanding and we are looking for a special someone to join our small and specialist Family Support Team. If you are experienced in supporting young people or adults on the autism spectrum and can nurture, enable and inspire parents, carers and young people – then we want to hear from you!

## Family Practitioner (14-25s Autism Specialist)

# Job Description and Person Specification

AFSO is a **lifeline to so many families**. I cannot think of any other service that has been as supportive, encouraging and consistent as AFSO  
Parent

<b>Job Title:</b>	Family Practitioner (14 - 25s Autism Specialist)
<b>Salary:</b>	£27,000 - £28,000
<b>Hours:</b>	37 hours per week Core working hours are Monday to Friday 9am-5pm. Some evenings and weekends will be necessary, for which TOIL is available. The post holder will be responsible for managing their diary accordingly.
<b>Contract:</b>	One-year contract. Continuation is expected, subject to funding. Secondment may be considered.
<b>Location:</b>	This post is community-based with substantial community work across Oxfordshire, and at least one day per week in our office in Abingdon, Oxfordshire. Flexible working from home by agreement. NOTE: During the COVID-19 restrictions remote working is required – working from home, or our office if preferred.
<b>Reporting to:</b>	Family Support Team Leader.
<b>Line Management:</b>	No line management duties, but occasionally responsible for project management, as agreed.
<b>Working closely with:</b>	The Family Support Team: Community Outreach Worker (14-25s), Family Practitioner (0-13s Autism Specialist). Activity Coordinator. AFSO staff and volunteers. External statutory, voluntary, and private agencies.

## MAIN PURPOSE OF THE JOB (in order of frequency)

1. Fulfil AFSO's ethos to nurture, enable, and inspire families living with autism.
2. Apply an excellent understanding of the complexities of autism, both with and without learning disability.
3. Provide targeted autism-specific support, information and advice to parents/carers of young people aged 14- 25 years on the autism spectrum.
4. Provide support to 14-25 year olds - via one-to-one advice and support; and co-facilitated group work.
5. Co-deliver training to parents, young people, and professionals.
6. Manage and facilitate group work with parent/carers
7. Maintain links and promote joint working with the statutory, voluntary and private sector, relevant to the post.
8. Liaise effectively with AFSO's Family Support Team, and other staff.
9. Liaise effectively with external professionals and partners to improve outcomes for young people on the autism spectrum and their families.
10. Identify, develop, and deliver new services, in agreement with the Family Support Team Leader.
11. Responsible for record keeping, reports and correspondence relevant to the post including data collection and monitoring records.

I felt **listened to and supported.**

Parent

Advisory support and supervision will be available from the Family Support Team Leader.

## Your typical working week

Multi-agency working

Supporting and liaising with parents/carers

Meeting young people & adults to explore their autism profile & support strategies

Providing autism-specific advice

Co-delivering training

Co-facilitating peer support groups for young people

Responding to a busy mailbox

Due to the variable nature of this role, you will be able to confidently and frequently use initiative, work alone, be self-motivated and work independently

## MAIN DUTIES

### 1. Working with parents/carers, and young people to:

- Build a nurturing and enabling relationship with families, whilst maintaining professional boundaries.
- Deliver information, advice, and support to parents/carers via community-based advice surgeries; telephone, email, virtual meetings; multi-agency meetings, parent support groups; and occasional home visits.
- Enable parents/carers to support their young person by providing autism-specific advice, including behavioural strategies, emotional support, and support with social care, education, and health processes.
- Enable parents to identify the needs of their young person with autism.
- Enable young people to identify their needs and aspirations.
- Deliver information, advice, and support to 14-25 year olds via community work; telephone, email, virtual meetings; multi-agency meetings, peer support groups; and home visits.
- Enable families to access appropriate services, via signposting or referring to providers.
- Act as an advocate for families, if required, in their relationship with agencies.
- Enable parents to develop necessary skills and to access peer support.
- Enable the views of parents/carers and young people to be heard and represented within Oxfordshire.
- Work with other professionals involved, to identify sources of support or information for families.
- Provide confidential and impartial information and advice.
- Assist the Community Outreach Worker to develop and deliver support for young people.
- Assist the Activity Coordinator to plan and develop activities for young people.
- Attend holiday activities to provide direct support to young people and co-facilitate activities, as required.
- Attend occasional youth group sessions to provide direct support to children, young people, or individual members.

### 2. Work with statutory, voluntary, and other services to:

- Identify relevant services and their criteria, and capacity.
- Build links with agencies to allow signposting of young people, adults, and families and ensure families receive appropriate support.
- Identify possible joint working or partnerships.
- Improve autism awareness and better outcomes for young people and families.
- Assist the Family Support Team Leader with improving local workforce development.
- Develop existing and new partnerships to improve outcomes for children, young people and families.

**You get me and make me  
feel good about myself.  
There should be more people  
like you in the world.**

Young person

### 3. Work with the Family Support Team Leader to:

- Monitor emerging issues and identify community needs.
- Identify, develop and deliver services.
- Identify and deliver training programmes together with colleagues and external partners.
- Identify and develop partnerships with external organisations.

- Produce periodical monitoring and evaluation data, reports and summaries.
- Identify key areas of development within AFSO.

#### 4. Operational duties:

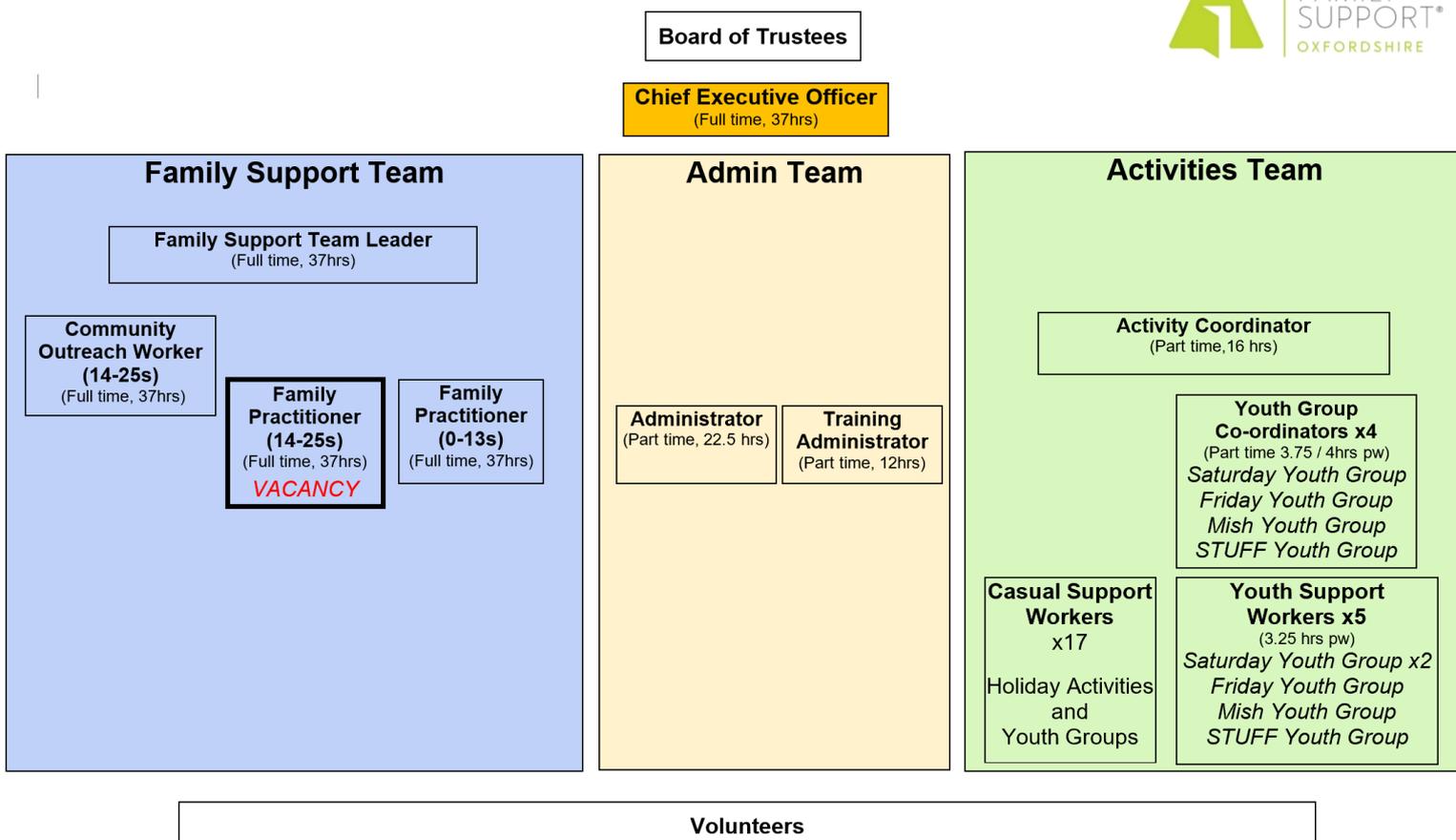
- Work in accordance with AFSO’s ethos to nurture enable and inspire families,
- Work in accordance with AFSO’s policies and procedures.
- Contribute to the work of AFSO and participate in team meetings.
- Attend meetings, training, seminars and conferences as appropriate for the role.
- To undertake other duties as requested by the line manager.

**This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties. Duties may need to be adjusted according to the needs of the service and in keeping with the general profile of the post.**

#### SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT:

- Annual Leave entitlement - 25 days plus bank holidays.
- 5% pension contribution
- The post is subject to a satisfactory Enhanced DBS check and a 6-month probationary period.
- Pressures inherent to the job:
  - Unsocial Hours: Occasional evenings and rare Saturdays - by advance agreement and Time Off In Lieu is provided.
  - Managing emotional and behavioural difficulties associated with autism.
  - Managing expectations from families and young people.
  - Managing expectations from professionals.
  - Working in complex and emotional situations.
  - Lone working.

### Organisation Chart



# PERSON SPECIFICATION

## Job Title: Family Practitioner (14-25s Autism specialist)

The successful candidate will have all the ‘Essential’ criteria listed below, and demonstrate this in their application. The criteria will be assessed in the shortlisting process.

<b>Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Professional experience of working with parents of children/young people with autism.</li> <li>Professional experience of working with young people/adults on the autism spectrum both with and without learning disability.</li> <li>Professional experience of providing autism-specific advice.</li> <li>Professional experience of working within education, health, social care, or voluntary sector.</li> <li>Professional experience of managing heavy workload and own casework.</li> <li>Experience of handling confidential information and accurate record keeping.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>5 years’ experience in a similar position.</li> <li>Experience of adult services, in particular further education, employment, welfare benefits and housing.</li> <li>Facilitating multi-agency meetings.</li> </ul>
<b>Educational achievements, Qualifications, Training and Knowledge</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Implementing and reviewing Safeguarding Children, Confidentiality, Data Protection, and Equal Opportunities policy and procedures</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>NVQ level 3 or equivalent qualification in education, health, social care, or community work.</li> <li>A relevant qualification in working with people on the autism spectrum.</li> </ul>
<b>Job related aptitude and skills</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ability to communicate effectively with neurodiverse and neurotypical people.</li> <li>Tactful, inclusive and non-judgemental approach.</li> <li>Flexible, proactive and responsive style of working.</li> <li>Enjoy working autonomously, and managing own casework and diary.</li> <li>Experience of working independently, using initiative, and being self-motivated.</li> <li>Ability to maintain professional boundaries.</li> <li>Exceptional organisational skills, good timekeeping, ability to prioritise workload and meet deadlines.</li> <li>Able to work as part of a team and respond to the needs of the team.</li> <li>Competent in Microsoft Outlook, Word, PowerPoint</li> </ul>
<b>Special Requirements</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Own car and ability to dependably travel across Oxfordshire</li> <li>Ability to work some evenings, and weekends (by arrangement).</li> <li>Satisfactory Enhanced DBS disclosure.</li> <li>Two satisfactory references from current / recent employers.</li> </ul>

If you meet all our essential criteria –  
we would love to hear from you!

## To apply

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: 12:00PM (Noon) on Tuesday 8<sup>th</sup> June 2021**

**Interviews will be held on:**

First Interviews: Weds 23<sup>rd</sup> June

Second Interviews: Thurs 8<sup>th</sup> July

Please note:

- CVs alone are not accepted
- All offers of employment are subject to an Enhanced DBS check, and 2 references.

For specific enquiries about the vacancy please contact:

Gita Lobo, Chief Executive Officer.

Tel: 07929 379125 Email: [gita@afso.org.uk](mailto:gita@afso.org.uk)