

Project Worker – Early Years Team

**Salary:** £25,650 pro rata

**Responsible to:** Project Manager

**Location:** Edinburgh

**Hours:** Full-time (35 hr/week). Specific days/hours to be negotiated. May include evenings and weekends where necessary.

**Leave entitlement:** 25 days annual leave, plus 10 statutory holidays (pro rata)

**Purpose of job**

To deliver direct support to autistic children and their families, by providing a range of practical, home-based strategies to improve day-to-day life.

To support the project manager in fulfilling the aims and objectives of the project.

**Key Responsibilities**

* Communicate effectively with autistic children and their families.
* Participate in initial assessments of autistic children and their support needs.
* Contribute to developing individual support strategies for autistic children.
* Deliver intervention work with families.
* Contribute to the delivery of a program of social supports for our beneficiaries.
* Keep accurate and comprehensive records of work undertaken.
* Maintain a high standard of practice, ensuring that all work is undertaken in accordance with the aims and objectives of Tailor Ed Foundation.
* Understand fully at all times the need for confidentiality and sensitivity in all areas of work.
* Contribute to effective teamwork of the project and encourage an open and communicative environment.
* Organise own diary/hours.
* Undertake any appropriate duties as requested by the project manager to further the aims and objectives of Tailor Ed Foundation.

**Person Specification**

**Skills/abilities**

**Essential**

* Effective written communication skills, including the ability to complete recording systems and support plans.
* Ability to communicate effectively with a range of people, including autistic children, their families and other professionals.
* Good evaluation and risk assessment skills.
* Ability to work sensitively within a family home.
* Ability to work effectively via remote methods including phone and video call.
* Ability to work professionally with other voluntary and statutory agencies.
* Ability to use initiative when working alone.
* Flexibility of approach to changing priorities at work.
* Calm and supportive approach to dealing with challenging behaviour.

**Knowledge/understanding**

**Essential**

* Good understanding of child development.
* Specific knowledge of autism and how it may affect child development.
* Knowledge of various tools that can be used to aid communication for people with autism.
* Good knowledge of various support strategies for autistic children.
* Understanding of the particular importance of good teamwork when working with autistic children.
* Understanding of the need for confidentiality in all areas of work.
* Understanding of the need for up-to-date risk assessments, particularly in relation to lone working.

**Qualifications**

**Essential**

* Formal qualification in psychology, autism, education or child development.
* Willingness to undertake further training as required.

**Core organisational values**

Supportive, Compassionate and Respectful

Dedicated and Committed

Tailored and Adaptable

Realistic but Ambitious

Skilful and Professional

Collaborative