



JOB DESCRIPTION

1. Job Details	
Job title:	Autism Support Practitioner
Contractual Status:	12 months (renewable according to funding availability)
Organisation:	HOPE for Autism in North Lanarkshire
Location:	The HOPE Centre
Reporting to:	Autism Lead/CEO
Date:	August/September 2022

2. Job Purpose

- To develop and deliver HOPE for Autism's Family Support Service (FSS) model. This includes both pre-and post-diagnostic support services for families living in North Lanarkshire.
- To provide emotional and practical support to HOPE for Autism's current family members as well as one-off support to families from the wider community.
- To develop and maintain good relations with all stakeholder groups, adhering to HOPE for Autism's key values and objectives, which includes autistic children, young people and young adults, parents/carers, siblings, and a wide range of partnership organisations.
- To be proactive in identifying families' support needs and implementing/tailoring support services such as parent support groups, training, drop-ins and signposting accordingly.
- To provide sound information, advice, guidance, and practical strategies/solutions specific to each family's needs via telephone, email, video call and face-to-face support when required.
- To work with the wider team at HOPE for Autism, other service providers, and families to ensure support is of the highest standards, led by Good Autism Practice (GAP), and families feel listened to, respected, and empowered within their parenting role.
- To maintain partnerships and establish new ones to ensure the Family Support Service provides sound information and advice, informed by Good Autism Practice as well as the specific needs of autistic children, young people, and young adults. This should also fit within relevant legislation, policy, and the wider Scottish Strategy for Autism.
- To manage support referrals effectively and efficiently, identifying those with greatest need as a priority.
- To develop and facilitate internal and external psychoeducational material, which may include training, information workshops as well as organising key annual networking events that promotes positive knowledge and understanding of autism within the wider community i.e. help to challenge the barriers experienced by autistic people and tackle harmful myths and stereotypes surrounding autism
- To empower families via the support services mentioned above and through new types of family support yet to be developed to reduce parental stress and improve family wellbeing and resilience.
- Proactively check-in with families who are members of HOPE for Autism via telephone/ email, etc as a means of helping families feel connected, supported and a sense of belonging.
- To make reasonable adjustments for family members who present with their own communication, learning and/or support needs.

3. Key Responsibilities

Planning and Organising

- Work in partnership with the team and others to identify effective ways of supporting families that helps to boost family wellbeing and resilience.
- Respond timely to enquiries regarding requests for support.
- To liaise with the Autism Lead, manage support appointments and enquiries for support
- To develop support services across North Lanarkshire in-order to reach different demographic groups and address barriers to accessing local support.
- Provide support and advice that meets the needs of the individual child, young person, or family member.
- Provide support appointments within agreed parameters and professional boundaries.
- Provide up-to-date accurate and reliable information and advice.
- Although HOPE for Autism is not an advocacy service, attending meetings with members as a supporter (e.g., education, social work, or other appointments either online or in-person as and when required).
- To work in an outreach capacity as and when required.
- To develop new Family Support Service literature and marketing materials and distribute as and when required.
- To keep HOPE for Autism Family Support Service signposting document updated.
- Monitor, evaluate and make improvements to processes and procedures relating to the Family Support Service.
- Record family support information, analyse key support themes and plan support services accordingly.
- Gather evaluation feedback from families to assist service evaluation and improvement.
- To liaise effectively with a wide range of statutory and third sector organisations, keep abreast of further supports to families both locally and nationally.
- Keep abreast of emerging national and professional employment policy standards and guidance.
- Plan and implement information and peer support sessions for groups of parents/caregivers/children/young people and others in the community as and when required.
- To help families and young people's voices be heard using a range of different methods to help tackle the many inequalities, injustice and exclusion experienced by autistic children, young people, and their families i.e. being a 'strong voice' for families during internal and external meetings, consultations, and other relevant strands of work.

Communication

- Keep appropriate records and provide reports in relation to support provided and responding to any Safeguarding issues promptly adhering to HOPE for Autism's Child Protection and Vulnerable Adults policy.
- Liaise regularly with the staff team to update on any relevant information relating to families and young people.
- Maintain a professional approach to all interactions.
- Deliver Autism training that meets with HOPE for Autism's requirements to deliver a training package across North Lanarkshire and other areas as and when required.



Staff Responsibilities

- Develop policy and practice as appropriate and a commitment to further development of HOPE for Autism’s Family Support Service.

Monitoring and Evaluation

- Participate in monitoring and evaluation processes, Family Support Service reports and provide regular updates at team meetings, Annual General Meeting and other key events/consultations.
- Maintain accurate records of support meetings and outcomes.
- Work within allocated budget and time constraints.
- Develop effective ways of managing own personal wellbeing and always implementing professional boundaries with families.

This post has daytime and evening work as and when required and requires a flexible approach.

Health & Safety

- Responsibility for your own health and safety.
- Responsibility to report any incidents that occur and carry out appropriate documentation such as risk assessments and incident forms.
- Report any health and safety hazards.
- Ensure the workplace environment is always safe and secure.

This Job Description cannot be considered exhaustive and other duties not included above may arise. On the understanding that such duties are commensurate with the purpose of the job and have been identified as such by the Autism Lead/CEO and advised to the post holder, then such additional duties shall form part of the requirement for this post.

4. Terms and Conditions

Salary:	£31,200 Per-Annum (Pro-Rata based on 37.5 hours per week)
Hours:	30 hours per week (discussion at interview)
Annual Leave:	25 days plus 8 public holidays per annum pro-rata
Prob. Period:	6 months