

## JOB DESCRIPTION

<b>Post Title:</b> Autism Family Support Worker		<b>Director/Service/Sector</b> Wellbeing and Community Health		<b>Office Use</b>	
<b>Grade:</b> Band 6		<b>Workplace:</b> Office base working across the County		<b>JE ref 3892</b> <b>HRMS ref:</b>	
<b>Responsible to:</b> HINT Service Manager / Lead Practitioner for ASD (Aspects of Supervision provided by EH SEND Lead)		<b>Date:</b> July 2021	<b>Manager Level:</b>		
<b>Job Purpose:</b> To provide a comprehensive family support service to families of children and young people known to the Autism Support Service, with and without a formal diagnosis of ASD, on a needs led basis. These will be families who will benefit from a degree of specialist intervention in order to support their CYP and improve the wellbeing of all.					
<b>Resources</b>	Staff	On occasion community volunteers.			
	Finance	None.			
	Physical	Handling and processing sensitive and confidential information. Case files and databases.			
	Clients	Families, children and young people and other agencies.			
<b>Duties and key result areas:</b>					
<p>The postholder will deliver a support service for families of children and young people who have been referred to the Autism Support Service. These CYP may or may not have a diagnosis of ASD but will benefit from understanding what the CYP's presenting behaviours mean to their child and them as a family. This will include:</p> <ol style="list-style-type: none"> <li>1. Working in a 'whole family' approach. This could include undertaking Early Help Assessments with families to agree a clear plan with written actions, outcomes and responsibilities linked to all family members including the adults where necessary and acting as the lead professional, chairing Team Around the Family meetings.</li> <li>2. Undertaking planned and reactive work using a range of intervention methods and skills. This will require the ability to manage time, effectively supported by the line manager.</li> <li>3. Using an assertive outreach approach-offer support and modelling alongside supervision and enforcement and persistent engagement.</li> <li>4. Taking on the role of supporting families to navigate systems when necessary, signposting, liaising and coordinating with a range of other agencies.</li> <li>5. Ensuring the involvement of children, young people and their families in decisions which affect them.</li> <li>6. Working with families to support successful access to school</li> <li>7. Using a range of different parenting support methods and facilitate specialist ASD group work programmes for parents to attend, including those related to developing independence skills in preparation for adulthood</li> <li>8. Working with siblings when necessary to support understanding of the nature of social communication difficulties, and ASD</li> <li>9. Being clear about safeguarding thresholds and alert managers to concerns about the increased risk for children.</li> <li>10. Making and maintaining case management records in accordance with service and professional standards</li> <li>11. Building up close working links with other staff working with families within the Early Help Locality teams and other agencies and organisations including community organisations.</li> <li>12. Contributing to service development through attendance at and contribution to team meetings and team development activities.</li> </ol>					

<b>13. Contributing to own learning and development in discussion with line manager by identifying appropriate development opportunities and attending training.</b>		
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.		
<b>Work Arrangements</b>		
Transport requirements: Working patterns: Working conditions:	Need to visit families and attend meetings at a range of venues including family houses across the Northumberland on a regular and routine basis. Ability to work flexibly across extended hours (7am-10pm including weekends if needed) depending on the needs of the families. Requirement for lone working within the community, and office based duties	

<b>Post Title:</b> ASD Family Worker	<b>Director/Service/Sector:</b> Wellbeing and Community Health	Ref:3892
<b>Essential</b>	<b>Desirable</b>	<b>Asses s by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>NVQ Level 3 or equivalent in child care or related discipline</li> <li>Understanding of whole family approach, solution focussed practice and crisis intervention.</li> <li>Knowledge of ASD and the way this may impact on children and young people's behaviours and functioning</li> <li>Understanding of safeguarding</li> <li>Knowledge of impact of multiple disadvantage</li> <li>Knowledge of partner agencies and their role in supporting families of children with ASD</li> <li>Knowledge of IT systems</li> <li>Knowledge of child development and child protection issues</li> <li>Knowledge of parenting work</li> </ul>	<ul style="list-style-type: none"> <li>Professional qualification in health, social work or other related field</li> <li>Knowledge of mental health, substance misuse, domestic violence and poverty and how these impact on families</li> <li>Accreditation in delivering evidence based parenting programmes</li> <li>Qualification related to working with children with ASD</li> <li>Knowledge of Signs of Safety as a practice model</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience of direct work with families</li> <li>Evidence of working with families to affect change</li> <li>Experience of working as part of a team</li> <li>Experience of working with children with a diagnosis of ASD</li> </ul>	<ul style="list-style-type: none"> <li>Experience of being a 'lead professional'</li> <li>Experience of delivering group work programmes</li> <li>Experience of working with complex families under stress</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Able to engage and challenge families</li> </ul>		

<ul style="list-style-type: none"> <li>• Skills to deliver in a group work setting</li> <li>• High level of both written and verbal communication skills including producing Early Help Assessments and Plans.</li> <li>• Ability to communicate effectively both verbally and in writing with children/young people and families and other professionals.</li> <li>• Ability to work as part of a multi-agency team including coordinating arrangements for families with other agencies.</li> <li>• Ability to work creatively and independently to achieve better outcomes for families</li> <li>• Ability to work under pressure, meet deadlines and have strategies to cope with stress</li> <li>• Organisational skills including ability to work flexibly and prioritise workload</li> <li>• Ability to advocate on behalf of families where appropriate with other agencies.</li> <li>• Ability to use electronic case recording systems and follow appropriate procedures effectively</li> <li>• Ability to comply with required levels of data protection and confidentiality</li> <li>• IT skills appropriate to the needs of the post.</li> </ul>		
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**Physical, mental and emotional demands**

<ul style="list-style-type: none"> <li>• To be able to work flexibly to be the needs of families including early mornings, evenings and weekends within NCC's flexible working policy</li> <li>• To be able to meet the transport demands of the post - this post will include lone working</li> <li>• To be able to work in families' homes providing practical and emotional support</li> <li>• To be able to undertake physical tasks associated with working with families including practical household tasks ie cleaning and decorating etc.</li> <li>• To be able to accommodate changes in work pattern at short notice</li> <li>• To maintain a positive and professional attitude and relationship in working with families who may provide challenges and regular emotional demands on a 1:1 and group basis</li> </ul>		
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**Other**

<p>To be committed to developing resources, services and good practice for children, young people and families</p>		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits