

# Youth Support Worker



## Centre for ADHD & Autism Support

2<sup>nd</sup> Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795

### Job Description

Job Title:	Youth Support Worker
Terms:	28-35 core hours per week as desired by candidate Permanent Flexible hours: some evening and weekend work is required, and the hours may differ each week, depending on the activity that is being undertaken. There will be the opportunity to support other youth projects on an ad-hoc basis and in addition to the contracted hours.
Salary:	c £31,000 FTE per annum
Accountability:	Reports to the Youth Services Manager
Location:	Based at Television House, 269 Field End Road, Eastcote, HA4 9XA

### 1. Job Summary

To provide support, information and advice to young people aged 12-25 years in Harrow who are on the autism diagnostic pathway. To explore their possible diagnosis and support access to groups at CAAS and locally, with the aim of improving quality of life. To signpost where appropriate, and to be involved in facilitating groups at CAAS for young people. To develop a new suite of training resources, targeted at education and social care organisations, to share best practice and appropriate reasonable adjustments, as well as delivery of training to develop autism-aware communities.

### 2. Key Responsibilities – Supporting Autistic Teens and Young Adults

- Provide one-to-one ad hoc, tailored support for pre- diagnosis (with the support to be co-produced by the service user). This support may include, but is not limited to:
  - Practical support with communication or executive functioning tasks and activities such as making calls, form filling, applying for benefits, planning of their week.  
Provide emotional support to young people in supporting them through the process of diagnosis and what that means to them, either in groups or on a one-to-one basis.
- Manage and co- facilitate regular and planned groups for young people, such as our twice monthly "Meet up" group, our film group and our Thinking About Adulthood Group. The specific groups may change depending on funding and take-up, and the groups can take place during weekends and evenings, so there is a need for the role to work flexibly, with differing work patterns each week. However the total hours per week can be the same, between 28-35hrs per week as desired by the candidate.

**Job Description – Youth Autism Advisor**

- Develop a suite of training resources, targeted at education and social care colleagues, around understanding autism and covering the reasonable adjustments that can be made at an early stage, to support young people with suspected autism. Deliver training to professionals in schools, education settings and the community.

### 3. Key Responsibilities – Liaison and Consultation

- Deliver and present autism training to professional organisations, particularly schools, FE colleges and SENCOs. This will be aimed at increasing awareness of autism, sensory differences and underrepresented groups in autism referral.
- Engage in co-production events, empowering and supporting autistic young people to organise and take responsibility for developing activities, events and projects within the service.
- Map out existing services in Harrow and develop resources to support young people navigate the available support, advice and information options.
- Build networks within the local authority, particularly health, social care, social- prescribing and existing voluntary sector providers.
- Liaise with the autism leads in the borough and support autistic young people to feed into Local Autism/ Partnership boards if required
- Ensure CAAS has appropriate links with statutory and voluntary organisations in Harrow, attending meetings where appropriate.
- Keep abreast of national and local trends and developments affecting autistic young people and identify opportunities for promoting awareness of their needs and the development of appropriate services and support.

### 4. Key Responsibilities - Organisational

- To provide written reports as required by professional agencies and CAAS.
- Assist in promoting the organisation's services.
- To attend regular supervision sessions.
- To ensure the monitoring requirements for the project are met.
- To provide regular progress reports to the Youth Service Manager.
- To comply with such policies/procedures, guidelines and codes of practice as laid down by CAAS and the Law.

### 5. Other Responsibilities

- To carry out other tasks appropriate to the post and as agreed with the Youth Service Manager.
- To actively participate and undertake training and development of self and others.

Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

### 6. Person Specification - Essential

- Strong organisational skills with great time management. There is a heavy demand for the personal organisation of your workload, managing appointments, diaries and reminders for clients with a focus on making phone calls and being able to communicate effectively with external organisations on the client's behalf

## Job Description – Youth Support Worker

- Strong and confident communication skills and an ability to represent the organisation internally and externally (via in person meetings, phone-calls, written communications etc)
- Experience/knowledge of working with autistic young people.
- Experience/knowledge of the challenges facing autistic young people.
- Knowledge/awareness of reasonable adjustments, strategies and coping mechanisms to support autistic young people's needs.
- Knowledge of SEN / Social Care Legislation.
- Ability to manage a diverse workload with competing demands.
- Ability to develop relationships with relevant statutory and voluntary sector bodies.
- Ability to monitor work.
- Good oral and written skills and the ability to write and present clear and comprehensive reports.
- Computer Software Skilled (some of the work is managed via technology and computers)

## 7. Person Specification - Desirable

- Particular experience working with those aged 16-25
- Voluntary Sector Experience.
- Counselling, or coaching skills.
- Experience in facilitating groups.
- Experience in delivering training to professionals.

## 8. Equal Opportunities

CAAS is an equal opportunities employer and welcomes applications from all suitably qualified persons, regardless of their race, sex, disability, religion/belief, sexual orientation or age. We particularly welcome applications from men and Minority Ethnic candidates as Minority Ethnic and male workers are currently under-represented throughout the charity.

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.