

Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autism.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

ABOUT US AND THE ROLE



What does an Autism Outreach Worker do?

Put simply, your job is to support children and young people with an autistic spectrum condition to take part in activities which meet their needs and aspirations.

To help you to do this, you will:

- receive a full and paid induction
- spend time getting to know the children and young people you are supporting
- learn how best to support them
- work as part of a dedicated team to provide support.

You don't need formal qualifications but you do need to be kind, patient, and have a sense of fun.

**Who will I be
supporting?**

You can find out more in
our document '**Meet us,
Join us**'.

POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.



Job Title	Autism Outreach Worker
Reports to	Service Manager

Purpose of Role

Positive Futures' Autism Outreach Service (AOS) seeks to offer support to families who have a child or young person who has autism. Much of this is practical support to enable the child or young person to take part in social activities within their community e.g. after school clubs, youth groups, crafts and sports however we also work hard to help each to build sustainable relationships with their peers. Additionally, we offer advice and support to enable parents connect with other supports available to them and to access key information they need to as well as provide practical support to siblings.

Main Responsibilities

People we support and families

- Liaise with families of children and young people supported to co-ordinate, plan and evaluate activities.
- Liaise with social work teams to update on progress, agree discharges and admissions
- Actively promote safety and wellbeing of children and young people supported in line with Safeguarding Policy, Procedure and Guidelines
- Support children and young people to take part in community activities in line with their person-centred plans
- Promote and maintain positive professional working relationships with key individuals and agencies which enable children and young people to integrate into the local community
- Support children and young people to make choices and to speak up for themselves
- Promote and protect the rights of the children and young people supported by the Project and ensure that confidentiality is maintained
- Maintain positive and professional working relationships and good communication with the families

Operations

- Assist in the process of compiling and reviewing Risk Assessments concerning children and young people, activities and venues, and Person-Centred Plans
- Complete all records on an ongoing basis e.g. Learning Logs, Risk Assessments relating to venues and people supported, team meeting minutes etc.

- Evaluate the effectiveness of support provided against agreed outcomes, regularly review this with key stakeholders, and implement required changes.
- Assist in the monitoring of service quality, to include contributing to the development and review of service improvement
- Contribute to review meetings with Social Work teams
- Keep up to date with any risks and controls in the workplace, including Risk Assessments for people supported and report any concerns, issues or problems to relevant manager or body
- Produce and present written reports for review meetings with Trust and on conclusion of work.

Staff and Volunteers

- Support volunteers in their role.
- Support new staff to learn the job.

General

- Seek to make continuous improvements in your area of work
- Read, understand and follow all policies, keep aware of new policies and policy changes / development
- Understand and respect confidentiality and maintain personal data in line with our policies
- Promote and encourage the involvement of the people we support in the everyday work of our services and the wider Organisation
- Use ICT systems to carry out the responsibilities of the post
- Attend meetings as required, this includes team meetings, statutory meetings and meetings with families
- Attend relevant training and feedback as required
- Participate in person centred supervision and appraisal with Line Manager
- Maintain positive professional working relationships with key individuals and agencies
- Represent the Project / Service and / or the Organisation as required

There may be occasions when the Job Holder is required to fulfil some duties outside of normal working hours and flexibility is therefore essential.

This Job Profile is not restrictive, and the Job Holder may be required to undertake any other duties and responsibilities as may be directed by their Line Manager. All of the above duties must be carried out in line with the policies and procedures of the Organisation.

The Chief Executive must be contacted in the event of all media enquiries.

How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST** have:

1. Personal or work experience of providing care or support for children
2. Personal or work experience of planning, organising and engaging in activities with children and young people
3. Hold a Full, Valid UK/EU/EEA Drivers Licence and having access to a car to permit the Job Holder to meet the responsibilities of the role

*This criterion is waived for those unable to meet it due to disability

If you meet the shortlisting criteria, you will be invited to attend an interview.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values – please see page
- Possess a core set of personal characteristics
- Have the right skills (or competencies) needed for the job.

Personal Characteristics

- Commitment to promoting and protecting the rights of the people we support
- A belief in social justice / equal opportunities and its application to your work
- Sensitivity to the needs of the people we support
- Honesty and integrity
- A kind, caring and patient disposition

Our Values

“Our values” are what underpin everything we do in Positive Futures.

PEOPLE FIRST – our people are at the heart of everything we do.

OPPORTUNITIES – we seek out opportunities that enrich lives and empower people.

SUSTAINABILITY – we strive for positive social, economic and environmental benefits for now and in the future

INNOVATION – we embrace creativity and continuous learning to reimagine and refine our unique person-centred support

TENACIOUS – we don't give up – we believe in making the impossible, possible.

INCLUSION – our staff and people we support are our strength, we listen and learn together.

VALUE FOR MONEY – delivering impactful, life changing results with efficiency and integrity.

EXPERTISE – we look beyond limitations in our pursuit of excellence

Our Competencies

You need to have the following skills (competencies) to help the children and young people we support.

Competencies for the role	You need to be:
Respectful and Understanding of Others	• Able to understand issues from others' viewpoints and builds an atmosphere of trust and openness so that others are treated with respect and dignity without discriminating or stereotyping. • Tailors their approach depending on who they are with and acts as an advocate for people.
Effective Communication	• Able to communicate effectively with others through the use of verbal and nonverbal communication methods. • Recognises the needs of others when seeking agreement to their plans, adapting their communication style to match the situation.
Results and Quality Focus	• Is conscientious, strives to complete work to high standards and looks to improve and maintain the quality of performance in themselves and others. • Completes work with the best interests of others in mind.
Problem Solving and Decision Making	• Is able to collect, interpret and evaluate information to develop a deep understanding of a problem, explores alternative ways of resolving problems including new possibilities. • Makes timely and well considered decisions, is aware the impact their decisions may have and willing to make difficult but necessary decisions to improve the practice.
Resilient to Change and Challenges	• Is open to change and embracing new developments / initiatives, adapts well in new and unfamiliar situations, responding to changing plans quickly, works independently without direction, is resilient and copes well in emergency situations

The people we support and our staff are at the heart of all that we do.

As a valued member of staff, you can avail of our competitive salary and benefits package



Pay

Point 1: £12.71 per hour

Point 2: £12.90 per hour

Point 3: £13.12 per hour

The above salary scales are based on full-time hours (37.5 hours per week). Salary for part-time hours will be calculated on a pro rata basis.



Holidays

31-36 days paid per holiday year (including designated holidays)

You will earn one extra day per year up to 36 days.



Pension

We offer a contributory pension scheme - we pay 4% for eligible staff alongside your contribution of 5%.

Employee Benefits

Please click [here](#) for a comprehensive list of our benefits



Training and Support

You will receive induction, relevant training, and regular 1:1 support meetings with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.

We will support you to develop your career and, complete external and/or accredited training programmes relevant to your role.



Costs covered for NISCC registration

When you join us, we will pay your initial NISCC registration fee and, in recognition of loyalty of long serving staff, we will cover the cost of the annual NISCC registration fee for eligible staff who have completed three years' service.

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify an applicant for appointment. Applicants can, however, contact the relevant Department for further information about the post.

NISCC Registration

In line with NISCC Regulations, it is a requirement of the post to register with the NISCC and maintain your registration status.

Interview expenses

Reimbursement of interview expenses is not available.

Waiting List

Positive Futures also retain suitable candidates on a reserve list, for a period of six months, from which they may be offered similar opportunities in the same or other locations across Northern Ireland.