job description AUTISM TEAM LEADER

**Purpose of the Role:**

To take a key role in delivering a comprehensive Autism service, ensuring the promotion of evidence based practice and acting as a role model whilst supporting individuals with Autism, who may also have additional difficulties/disabilities. The post holder will gain satisfaction from working either as part of a team, or on a one to one basis, by providing skilled support which positively impacts individuals health and wellbeing, whilst enabling people to fulfil their potential. The post holder will work closely with the Deputy/Registered Manager to provide professional Autism based support, supervisions and guidance to Support Workers and Keyworker Coordinators.

**Duties and Responsibilities:**

* To carry out all Company duties, tasks and responsibilities in accordance with the Company's principles of care, whilst ensuring the safety, care and well-being of residents and colleagues at all times.
* To act as the person in charge in the absence of the Deputy/Registered Manager and deputise in their absence.
* Support the carrying out of Autism based assessments for support levels and recommend any adjustments, at any time, as appropriate.
* Develop person centred working relationships with individuals, utilising Autism specific approaches and evidence based methods, these interventions may utilise approaches such as the SPELL framework, TEACCH and other such frameworks which will provide the routine and structure that best meets the needs of the individual to ensure that the support enables well-being and increased levels of engagement/interaction.
* Monitor and review individual’s support documentation, including but not limited to; person centred plans, Positive Behavioural Support plans, risk assessments and communication aids. Keep all relevant people informed of any updates to information and support approaches.
* Taking responsibility for the maintenance of daily records, ensuring these are completed comprehensively and accurately.
* Developing, with the wider team, the structure and routine required to best support the needs of the individual and ensure this routine and structure is adhered to.
* Actively lead and provide professional support, supervision and guidance to Support Workers and Keyworker Coordinators in accordance with the homes Statement of Purpose.
* Administer such prescribed medication as is required in accordance with the Company's administration of medicines policy.
* Maintain confidentiality regarding all issues and information relating to residents within the bounds of the Company's policy on confidentiality and observe residents’ rights.
* Actively support the people we work with to experience life opportunities which promote maximising potential and fulfilling their outcomes.
* Enable community presence and participation as desired by the individual being supported.
* Ensure the people we work with are supported to access person- led chosen activities and opportunities which result in measurable outcomes and achievements for the individual.
* Prepare food in accordance with the resident’s choice, dietary requirements, and preferred methods in a safe and hygienic manner.
* Support individuals through behaviours that may challenge, understanding the function of the behaviour to the individual, supporting the development of PBS plans and following plans effectively to limit the impact of the behaviour on the individual’s lives.
* Through training, mentoring, self-reflection and experiences, developing an empathetic approach to supporting the needs of individuals with Autism which will be displayed through practise.
* Support the development of excellent Autism practise as well as the achievement and retention of Autism Accreditation for the individuals living at the home, to provide the best possible support.
* Read and keep up to date with Company policy through Policy and Procedure and Human Resources manuals available within the homes and the Company guidance notes issued to all staff and updated on a regular basis.
* Comply with the Company's, residents’ or local authorities reporting requirements with regard to monitoring the care of residents, statistical, financial or quality assurance information.
* To attend staff meetings, supervision and appraisal meetings.
* Carrying out staff supervisions, de-briefs, participate and occasionally lead reflective practice sessions.
* To provide a respectable role model for residents and respect the integrity of the Company at all times.
* If an approved driver, to drive Company vehicles with due care and attention taking into account the needs, safety and comfort of residents.
* To report any suspicions, concerns, or if witnessing any incidents affecting the safety or well-being of residents/patients to a senior colleague immediately.
* Implement the Company’s procedural requirements including but not limited to; Medication, Safeguarding, Disciplinary, Health & Safety, Finance and Quality Assurance Systems.
* Identifying and addressing any areas of poor practice and opportunities for quality improvement within the home.

To support the above requirements of the role;

• Commit to the development of learning and practice, supporting people with Autism Spectrum Disorders.

• Practically demonstrate reflective and blended learning on an ongoing basis, as well as completing any other training requirements for the role

• Undertake Continuous Personal Development through taking personal responsibility for self-development and lifelong learning.

• Carry out research and knowledge exchanges to remain abreast of Autism practices and evidence based methods nationally as well as any legislative changes.

• Find fulfilment in supporting adults with Autism and preserving their rights by challenging poor practice and a lack of understanding, whilst actively promoting a more inclusive world for Autistic People.

***AN ENHANCED DISCLOSURE FROM THE CRIMINAL RECORDS BUREAU IS REQUIRED FOR THIS ROLE.***

**ADDITIONAL INFORMATION**

The following supplementary information will form part of your job description.

**Codes of Professional Conduct:**

Staff are required to abide by the all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

**Confidentiality:**

Information relating to patients, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

**Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

**Equality & Diversity:**

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Policies:**

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company’s policies, procedures and protocols.

*NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Company from time to time, up to or at a level consistent with the principal responsibilities of the post.*

person specification AUTISM TEAM LEADER

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| **Education and Qualifications** | **Essential (E) / Desirable (D)** | **Method of Assessment** |
| Health and Social Care NVQ/ QCF Level 3 or working towards.  | E | All By Application |
| A commitment to achieve the required NVQ/ QCF level and further professional development to support Autism Accreditation.  | E | All By Application |
| Relevant leadership and/or other courses and qualifications. | D | All By Application |
| **Knowledge and Experience** |  |  |
| Previous experience of working within a similar support setting / Autism. | E | All by Interview / Assessment |
| Knowledge of; Safeguarding, Whistleblowing, Confidentiality, PBS, PCP, Health & Safety. | E | All by Interview / Assessment |
| Understanding of relevant legal obligations and compliance requirements for the home. | D | All by Interview / Assessment |
| Experience of leading a team, organising, preparing and coordinating relevant information in a similar setting.  | D | All by Interview / Assessment |
| **Skills & Abilities** |  |  |
| Ability to work on own initiative, as part of a team and provide leadership to a team.  | E | All by Interview / Assessment |
| Ability to work to agreed plans | E | All by Interview / Assessment |
| Excellent communications skills – to be able to liaise effectively with residents, family members, multi-disciplinary team and office staff. | E | All by Interview / Assessment |
| Ability to promote independence | E | All by Interview / Assessment |
| Challenging poor practice and a lack of understanding of Autism whilst actively promoting a more inclusive world for Autistic People. | E | All by Interview / Assessment |
| Basic administrative skills | E | All by Interview / Assessment |
| Demonstrable experience of time management, problem solving, influencing and collaborative working.  | D | All by Interview / Assessment |
| Clean Driving Licence | D | All by Application |
| **Personal Attributes** |  |  |
| Ability to display empathy, warmth, patience and understanding. | E | All by Interview / Assessment |
| Enthusiastic, self-motivated and self-confident.  | E | All by Interview / Assessment |
| Ability to work flexibly, including evenings and weekends. | E | All by Interview / Assessment |
| Sensitive to and aware of individual needs. | E | All by Interview / Assessment |
| Respect service users and colleagues. | E | All by Interview / Assessment |
| Friendly, approachable and trustworthy. | E | All by Interview / Assessment |
| Willingness to continuously learn and improve practice in accordance with evidence based methods.  | E | All by Interview / Assessment |
| Adaptable, resilient, ambitious and enthusiastic, always promoting a ‘can do’ attitude.  | E | All by Interview / Assessment |