



## Job Description

**Job Title:** Autism Family Support Service Co-ordinator

**Responsible to:** Wellbeing Director

**Salary:** £8998.08 per annum (Based on a FTE of £28,119)

**Duration of post:** Fixed Term Contract until December 2025. There may be opportunity to extend the contract subject to continuation of external funding.

**Hours:** 12 hours per week, (flexible days Monday – Thursday)

**Annual leave entitlement:** 22 days' paid holiday in each holiday year, as well as the usual public holidays in England and Wales. Part-time employees' entitlements calculated on a pro-rata basis.

Bridges is a place where we build bridges between people and connect individuals with local activities, services and projects. By doing this Bridges enables the people of Monmouthshire to live happy, healthy and fulfilled lives, maximising their potential and building positive connections with each other and other organisations.

### **Job Purpose:**

Reporting to the Well-being Director, the Autism Family Support Service Coordinator plays a key role in providing support to children, young people, and families affected by autism in Monmouthshire, both before and after diagnosis. The coordinator also collaborates with professionals working with these individuals and their families to ensure comprehensive support. This role is part of the Disability and Inclusion projects under the Bridges Charity, which includes initiatives such as Quest Busters, Building Bridges, and Monmouthshire People First. The Autism Family Support Service (AFSS) offers support, advice, and guidance to children, young people, parents, and professionals involved with individuals who have autism.

### **Main Duties:**

1. **Receive and Respond to Referrals:**
  - Act as the first point of contact for families and individuals seeking support, ensuring that all referrals are acknowledged promptly and assigned to the appropriate services or team members.
  - Assess the urgency and complexity of each referral to prioritize cases appropriately.
2. **Carry Out an Assessment of Support Needs:**
  - Conduct comprehensive needs assessments for children, families, or individuals to identify specific areas where support is required, such as educational, emotional, or social needs.
  - Collaborate with other professionals (e.g., teachers, therapists) to gather additional insights and ensure a holistic understanding of the individual's challenges.
3. **Provide or Signpost to Support Programmes:**
  - Offer direct support through meetings, or signpost families and individuals to specialised external services.
  - Maintain an up-to-date directory of local and national services to ensure families are referred to the most relevant resources.
4. **Work with School and Family Services to Develop and Implement Strategies:**
  - Liaise with schools, healthcare providers, and other family services to devise individualized strategies and plans aimed at improving outcomes for children with autism and their families.
  - Attend multidisciplinary meetings to share insights and collaborate on action plans that address both the short- and long-term goals of the child and family.

5. **Organise Ad Hoc, Place-based Drop-in Sessions for Parents:**
  - Coordinate regular informal sessions in community spaces, where parents and caregivers can drop in to discuss concerns, share experiences, and seek advice on managing autism-related challenges.
  - Ensure that these sessions are accessible, inclusive, and tailored to the needs of the local community.
6. **Help Write and Deliver Support Workshops:**
  - Assist in designing and delivering workshops aimed at educating parents, caregivers, teachers, and other professionals on best practices in supporting individuals with autism.
  - Customize workshop content to address the specific needs of the target audience.
7. **Stay Up to Date with the Latest Developments in Autism, Including Education and Medical:**
  - Continuously research emerging trends, studies, and best practices in autism support, particularly within the realms of education, therapy, and healthcare.
  - Attend conferences, webinars, and training sessions to maintain expertise in the field and ensure that all advice and interventions are grounded in the latest evidence-based practices.
8. **Provide One-to-One Support for Families:**
  - Offer personalized support to families, helping them navigate the complexities of living with autism, including guidance on how to manage daily routines, emotional stress, and accessing educational and medical services.
  - Serve as a trusted advisor, offering empathy and practical solutions tailored to the unique needs of each family.
9. **Write Up Reports on All Work and Support Provided:**
  - Maintain detailed and accurate records of all interactions, assessments, and support provided, ensuring that these reports meet organizational and legal standards.
  - Use these reports to evaluate progress, identify recurring issues, and provide feedback to both families and partner services.
10. **Help Manage and Develop Social Media Platforms:**
  - Assist in creating content for social media channels, promoting awareness of autism and sharing updates on the organisational services, workshops, and events.

#### **Other Duties:**

1. To act as an ambassador for Bridges raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To attend meetings and training as required.
3. Take all reasonable measures to follow all Health and Safety policies, procedures, and appropriate legislation as applicable, including personal accountability for the safety of self and others at all times.
4. In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the Manager in addition to those shown above.

#### **Skills Required:**

(Evidenced by qualifications, application and previous experience)

- Previous experience working with individuals with autism and additional needs is essential
- Excellent organisational and communication skills
- Ability to work independently
- Ability to work well under pressure
- Ability to work under own initiative
- Proficient use of Microsoft Office packages, in particular Microsoft Outlook and Teams
- Works well within a team

#### **Personal Attributes:**

- A mature outlook and confidence
- Be calm in all situations
- Honest and trustworthy
- Cheerful, caring and positive
- Motivated and encouraging
- Reliable and dependable
- Outgoing and confident

**Other Requirements:**

- The ability to work flexibly
- Maintain confidentiality at all times: Handle all personal and sensitive information with discretion, in line with data protection regulations and organisational policies.
- Current driving license and access to a car is essential due to the rural nature of Monmouthshire
- A right to work check and an Enhanced DBS (Cost covered by Bridges) will be required prior to starting within the role.

**Equality and Diversity Statement:**

Bridges is committed to promoting equality, diversity, and inclusion in the workplace. We welcome applications from individuals of all backgrounds and experiences. We aim to create a supportive environment where everyone is treated with respect and given equal opportunities to thrive and grow within the organization. Our goal is to build a diverse workforce that reflects the community we serve, fostering positive connections and partnerships across all sectors of society.

**The Application Process:**

If you would like to apply for this post, please complete the '**application form**' on Bridges Centre's website.

Please send your completed application by email to [amy.mcdougall@bridgescentre.org.uk](mailto:amy.mcdougall@bridgescentre.org.uk) or by post to:

**Amy McDougall (HR Manager)**

Bridges Centre, Drybridge House, Wonastow Road, Monmouth, NP25 5AS

**The closing date for all applications (by post or email) is 5pm on Thursday 31<sup>st</sup> October 2024**

If you are not contacted for interview within two weeks of submitting your application, please assume that you have unfortunately not been short-listed.

*Please note; it is not our organisational policy to provide feedback to candidates who have not been shortlisted for interview.*