

JOB DESCRIPTION

JOB TITLE:	Short Break Services Coordinator
DEPARTMENT:	Short Break Services
REPORT TO:	Short Breaks Service Manager
TYPE OF CONTRACT:	37.5 hours per week
2019 RATE OF PAY:	£14.60 per hour – £15.45 per hour depending on qualifications and experience

PURPOSE OF THE JOB

1. To work as a member of the Autism Jersey team providing support for individuals who have Autism Spectrum Conditions.
2. To assist in the planning, preparation and delivery of short break services to people who have Autism Spectrum Conditions.
3. To lead a team of short breaks service support workers and ensure the smooth running of the service.

PRINCIPAL ACCOUNTABILITIES

1. To use a range of strategies and interventions to support young people who access the short breaks service.
2. To work with other Autism Jersey staff to create individual programmes for young people and to respond appropriately to their assessed needs.
3. To set clear aims and objectives with positive outcomes for individuals and to participate in the evaluation of the effectiveness of individual programmes and interventions.
4. To prepare reports regarding the progress or otherwise of individuals.
5. To ensure that all staff maintain accurate and up to date records.
6. To manage the provision and ensuring that the duty rota meets the needs of the service and the people accessing the service to ultimately ensuring continuity of care.
7. To plan and provide regular / ongoing supervisions/end of probation meetings/yearly appraisals to SBS staff (area specific).
8. To participate in the recruitment and training of support workers.
9. To identify additional staff training needs.
10. To manage and monitor the staff to ensure that time sheets are accurately completed and countersigned.
11. To maintain a bank of staff appropriately trained to deliver support as required.
12. To contribute to team meetings.

13. To attend reviews as and when required and represent Autism Jersey in the context of the supporting role of the post.
14. To encourage individuals referred to Autism Jersey to participate in the planning and implementation of their programmes and the monitoring and evaluation of same.
15. To be competent and confident in replicating all aspects of the SBS Line Manager's role in their absence.

GENERAL DUTIES

1. To deliver support to individuals with Autism Spectrum Conditions.
2. Sleeping in duties are required as per the rota from time to time.
3. On call duties are required as per the rota.
4. To adhere to relevant Autism Jersey guidelines, policies and procedures.
5. To attend relevant training courses as required.
6. To maintain accurate and up to date records.
7. To take a lead role in the development of programmes based upon the assessed needs of each of the people accessing the service.
8. To work with colleagues to facilitate and enable individuals to access the resources and activities available in the wider community.
9. To liaise regularly with families, friends advocates and professional as necessary.
10. To ensure that Safeguarding procedures are adhered to at all times.

SKILLS AND COMPETENCIES

1. Self-assurance – confidence and self-motivation
 - 1.1. Ability to work with minimum supervision
 - 1.2. Enthusiasm
 - 1.3. Ability to maintain appropriate care and control of vulnerable people
2. Breadth - knowledge in the field of Autism
 - 2.1. Willingness to broaden knowledge and skills
 - 2.2. Ability to understand the role within the wider team and community
3. Client Focus – providing consistently high quality work
 - 3.1. Take responsibility for own actions
 - 3.2. Be sympathetic to clients' needs and respond flexibly to a variety of situations
4. Problem solving – take decisions within the boundaries of the role
 - 4.1. Know where and how to access necessary information
 - 4.2. Propose realistic solutions to problems

5. Organisation – think and plan ahead.
 - 5.1. Assess accurately urgency of work and ability to prioritise
 - 5.2. Work to deadlines and complete tasks efficiently
 - 5.3. Manage own time effectively
 - 5.4. Use resources effectively to get best value for money
6. Team member – willing to take on additional work and responsibility as required
 - 6.1. Is sensitive and tolerant of others' needs and pressures
 - 6.2. Provides help, support and coaching when necessary
 - 6.3. Encourages and motivates others
7. Diligence – takes a methodical approach to work and works within rules and procedures
 - 7.1. Interprets instructions accurately and acts upon them appropriately
 - 7.2. Pays attention to detail and checks on own work. Works quickly and accurately
 - 7.3. Is dependable and can be relied up to do what is required
8. Flexibility – the ability to manage working hours to enable attendance at meetings and training that may be set outside that considered as 'normal working hours'

KNOWLEDGE AND EXPERIENCE

1. Level 2/3 QCF in Health & Social Care or equivalent qualification and working towards a QCF Level 3 if in possession of a Level 2.
2. Knowledge of / or further training in Autistic Spectrum Condition & challenging behaviour coupled with at least 2-3 years' previous support experience is desirable.
3. In depth working knowledge and understanding of Autism Spectrum Conditions and disability issues in the context of working in Jersey.
4. A background which demonstrates assessment and the ability to devise action plans to develop life and social skills.
5. The ability to ensure that vulnerable people are safe in the working environment and have an in depth understanding of safeguarding policies and procedures.
6. The ability to communicate with vulnerable people and supervise work sessions with a balance of care and control.
7. The capacity to work under their own initiative and take responsibility for the effective organisation of work.
8. To provide a reliable and consistent commitment to the aims and objectives of Autism Jersey.
9. To have a good understanding of the need for confidentiality in relation to all aspects of Autism Jersey and partner agencies.



10. To have an understanding and empathy with clients and the ability to listen and provide appropriate guidance.
11. To respond to problems in a calm and pragmatic way.
12. To think 'outside the box' and be creative with ideas.

OTHER

- A. This job description is subject to review on an annual basis or as required

SIGNED BY

Post Holder name

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Date:

SIGNED BY the following

authorised signatories on behalf of

AUTISM JERSEY

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Authorised Signatory

Date: