**JOB TITLE:** Autism Peer Development Worker

**JOB NUMBER: DATE PRODUCED:** April 2018

**TEAM:** Autism AIM

**REPORTING TO:** Autism AIM Team Manager

**PEOPLE AND FINANCE RESPONSIBILITIES:**

DIRECT REPORTS: 0

INDIRECT REPORTS: 0

DIRECT FINANCE: See Financial Procedures

INDIRECT FINANCE: See Financial Procedures

The AIM service is part of Advonet and is focussed towards autistic adults who have little or no funded support in place and those that support them. It provides advocacy, information and mentoring through the autism hub sessions, a mentoring service and additional information/signposting provision by phone, email and through the website. The service runs in partnership with Leeds City Council, CAB and other providers. It is co- led by autistic adults as volunteers and staff and through the AIM steering group.

We are seeking an additional autistic staff member to take on the peer development role to work together with the Leeds Autism AIM team to further develop the service.

Hours: 10-20 hours weekly to be agreed.

**Job Purpose**

1. To support the Leeds Autism AIM service in providing advice and guidance to develop solutions to local areas of unmet need around autism.
2. To develop areas of self-advocacy/ peer support and support consultation with autistic adults to ensure we continue to be autistic led
3. To provide support at the autism hub sessions in helping autistic adults to identify and put forward their needs and in developing effective strategies or signposting to relevant support.
4. To provide tailored autism training to AIM and Advonet staff with the support of the AIM team.
5. To develop further links with relevant local outside agencies and provide tailored training/support together the autism team

**Main Duties and Responsibilities**

1. To support autistic adults at the autism hub sessions and signpost on to other support when needed
2. To be aware of and sensitive to individual needs around communication, managing anxieties/ sensory issues and try to make any necessary adjustments to ensure people can participate in way that meets their needs.
3. To support the Hub Facilitator/Co-ordinator in completing initial assessments/information forms when needed.
4. To be familiar with the available information resources and help ensure these are accessible and up to date.
5. To have a good knowledge of other relevant services locally and support to access them when needed.
6. To provide support to contact relevant agencies when required using established advocacy skills.
7. To support people to better understand how autism may affect them personally, address barriers and develop strategies for managing more independently.
8. To support people to complete health plans, autism cards or volunteer/employment profiles with support of the relevant AIM staff.
9. To help facilitate group activities/ workshops when necessary.
10. To refer enquiries which require case worker input to the appropriate Advonet team for allocation.
11. To exemplify working in a person centred way, being aware of the highly individual needs of people that attend the service.
12. To develop further links with outside agencies that may support autistic adults with the support of the wider autism team.
13. To identify barriers to engagement with outside agencies and support them to address these.
14. To co design and deliver autism training sessions to outside agencies and Advonet staff/volunteers.
15. To support involvement of autistic adults in AIM/Advonet and in the Leeds autism reference group to feed back to wider services.
16. To explore development of self advocacy resources suited to the needs of this group, together with the wider AIM team.
17. To stay abreast of developments and changes in statutory advocacy requirements, health and social care services and service delivery.
18. To be aware of issues/ policies affecting autistic adults locally and nationally and be open to continuous learning.
19. To respect the expertise of autistic/ non autistic volunteers.
20. To be aware of the roles and varied specialist knowledge of AIM/Advonet staff as well as areas of knowledge/ working practices of partner agencies.
21. To identify issues and problems within the services where advocacy is required and have the knowledge of how to challenge these appropriately and professionally or when to refer on.
22. To record timesheets and expenses using appropriate recording.
23. To complete accurate records and add to the Charity Log database where necessary.
24. Any other tasks reasonably required to ensure the effective running of the service.
25. To work in a manner which maintains Data Protection and confidentiality procedures, including the Protocol on Information Sharing.
26. To be aware of issues relating to safeguarding of both vulnerable adults and of children.
27. To be aware of the protocols for use of the Leeds City Council buildings during hub sessions, including locking up and fire procedures.
28. To have a willingness to continuously learn from the people we support to improve practice.

**General responsibilities**

1. To work in such a way as to maintain one’s own and colleagues health and safety.
2. To carry out duties within the principles of the Advocacy Charter and Code of Practice for Advocates
3. Participate in supervision sessions and team meetings.
4. To participate in the review and appraisal process, undertaking any training and development agreed.
5. To comply with the Advonet Code of Conduct and the policies of Advonet.
6. To maintain a suitable balance between all these activities.
7. To ensure the service is as autistic led as possible feeding back any issues or proposed changes to the steering group and Autism Aim Coordinator.

**Statutory and Contractual Responsibilities**

1. To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met
2. To ensure that Advonet complies with its contracts and other funding agreements.

**SIGNATURES:**

JOB HOLDER:

MANAGER OF JOB HOLDER: