**JOB TITLE:** Leeds Autism AIM Coordinator

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

**TEAM:** Leeds 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

Job Purpose

The AIM service is part of Advonet and is focused 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, Citizens Advice Bureau and other providers. It is co-led by autistic adults as volunteers, as staff and through the AIM steering group.

The AIM coordinator will be responsible for overseeing signposting/information provision, taking new referrals and making appointments, supporting the Hub sessions, overseeing effective recording and attending some networking/development meetings.

You will be supported by the Autism Team Manager and work together with the Peer Development/Peer Support Workers/Information Officer, Hub Facilitator and Autism Volunteer Coordinator, as well as volunteers.

Hours: Flexible, but must be able to work Tuesday evenings and/or some Friday evenings during Hub sessions.

22-28 hours weekly: To be agreed

Main Duties and Responsibilities

1. To manage enquiries from autistic adults, carers and professionals and provide information or ensure they are signposted to relevant support.
2. To coordinate appointments and ensure smooth day-to-day running of the Hub services, together with the Hub Facilitator and other staff.
3. To attend networking meetings and link with other services together with the AIM Manager and Peer Development Worker.
4. Together with the Hub Facilitator, support staff/volunteers to ensure the effective set up (and closing) of the Autism Hub sessions, and that the environment is adjusted to suit needs as much as possible.
5. Ensure staff and volunteers are clear about their rolesatHub sessions and that adequate support is in place.
6. Ensure new visitors are supported by staff/volunteers to settle into the hub and that any issues are identified/addressed.
7. Linking with the AIM Information Officer to ensure timetables/information and resources are up-to-date and available.
8. Together with other staff, undertake assessments and gather information from new visitors to the Hub.
9. Ensure visitors to the Hub are signposted to those that can best help them with their specific issues.
10. Co-work with Leeds City Council, Citizens Advice Bureau and other partners in delivering services and ensure that any issues are passed on.
11. Take advocacy or mentoring referrals and pass on tothe appropriate Advonet or AIM team where relevant.
12. Provide direct support to increase access to both generic and autism-specific services as needed or support staff/volunteers to deliver this.
13. Ensure effective recording and that information sharing is completed.
14. Ensure information forms and feedback forms are completed and support to collate results.
15. At the Autism Hubs, ensure that risk protocols andLeeds City Council use of building requirements are followed together with the Hub Facilitator.
16. Follow up limited advocacy provision outside of Hub hours, with agreement or support others to provide this.
17. To complete any necessary risk assessments and ensure they are acted on.
18. To support the completion of personalised resources.
19. To exemplify working in a person-centred way and respect the individuality of attendees.
20. To stay abreast of developments and changes in statutory advocacy requirements, health and social care services and service delivery.
21. To keep up-to-date with developments/legislation regarding autism provision locally and nationally. To be willing to learn from autistic adults that use the service.
22. To identify issues and problems within the services where advocacy is required and have the knowledge of how to challenge these appropriately and professionally.
23. Any other tasks reasonably required to ensure the effective running of the drop-in service.
24. To ensure all staff work in a manner which maintains Data Protection and confidentiality procedures, including protocols on Information Sharing.
25. To ensure staff/volunteersare aware of issues relating to safeguarding of both vulnerable adults and of children and take action where appropriate.
26. To ensure that autistic staff and volunteers continue to take a lead in the running and development of the service, utilising and building their skills and passing on any larger issues/decisions to the AIM Manager
27. To promote and develop a co-working ethos and identify and nurture further co-working opportunities.
28. To manage resources/use of building and pass on any issues in a timely manner.
29. Together with the AIM Manager and wider team, contribute to the collation of data for funding reports.

**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.

**Statutory and Contractual Responsibilities**

1. To ensure that Data Protection, Health & Safety, Complaints Handling and Corporate Governance requirements are met.
2. To ensure that Leeds Autism AIM/Advonet complies with its contracts and other funding agreements.
3. To ensure Advonet submits accurate and timely reports and returns to internal and external stakeholders e.g. funders, trustees.
4. To ensure that services provided adhere to the statutory and strategic frameworks and comply with relevant legal requirements.

**SIGNATURES:**

JOB HOLDER:

MANAGER OF JOB HOLDER: