## JOB DESCRIPTION

**Job Title: Social Inclusion Worker**

**Life Domains: Education; Volunteering; Sports & Leisure; Visual and Performing Arts; Faith and Cultural Communities**

**Department: Operations**

**Service: Sefton Autism Bridge Building Service**

**Accountable To: Head of Employment and Social Inclusion**

1. **JOB SUMMARY**

To strengthen the quality of life for people on the Autistic Spectrum, through the development of access routes into a range of life domains of their choice.

In addition, Imagine expects all employees to carry out their duties in a manner which actively demonstrates commitment to the organisational objectives as they relate to individual posts and in particular to be pro-active in working in a socially inclusive way.

1. **LOCATION**

The post holder will work predominantly in the community to ensure effective service are delivery. They will work peripatetically across the Sefton Area and attend meetings with the Autistic Spectrum Condition Team in Hartley Hospital.

1. **SUPERVISORY RESPONSIBILITY**

This post has no direct supervisory responsibilities but there is of course a duty upon all employees to be aware of appropriate service standards and to report any breach of standards to someone in authority.

1. **MAIN DUTIES**

*Under the guidance of the Head of Employment and Social Inclusion*

# *Responsibilities to clients*

* To facilitate and support clients accessing the identified life domain by demonstrating an understanding of Autism Spectrum Condition and the range of mental health problems and barriers that may be encountered
* To build partnerships with relevant providers, in order to foster understanding and access routes thereby creating a wide range of opportunities for clients.
* To raise awareness within the wider community of Autism Spectrum Condtion, and the project.
* To participate in the identification of client’s needs with the client through the established referral systems, and then match these with suitable opportunities in the community.
* To ensure the support given is Person Centred and Clients are involved in decision making
* To promote clients’ freedom of choice, independence, and encourage their participation and involvement in how their support is delivered
* To ensure the provision of appropriate support for clients as they access opportunities within the activity they have chosen.
* To adhere to all Imagine policies and procedures at all times.
* To be proactive in adhering to all health and safety requirements and reporting any matters of concern immediately to a manager.
* To ensure all administrative, recording and reporting requirements are undertaken in an appropriate and timely way.
* To work at any Imagine services/sites as reasonably directed.
* To undertake appropriate training to develop skills and knowledge that meet the organisational requirements and objectives.
* To develop appropriate contacts and networks as dictated by individual service requirements.
* To meet any personal targets as set by the Head of Service

# *Responsibilities to the Team*

* To monitor client’ satisfaction with opportunities accessed in order to facilitate an evaluation of the therapeutic benefit to the client.
* To define and implement with the rest of the team, realistic systems to measure and achieve standards of operational performance and quality. These will work towards ensuring the attainment of national and local standards of quality, and will be subject to regular audit.
* To contribute to the establishment and maintenance of a database of domain opportunities and agencies in accordance with data protection regulations.
* To establish and maintain appropriate client record keeping systems ensuring confidentiality at all times in line with Imagine’s Confidentiality Policy.
* To promote and disseminate the work of the Project.
* To contribute to the development and ongoing review of the strategy of the project.
* To undertake other tasks as specified by the Head of Services, which will promote the work of the project.

## *Team Organisation*

* Helping to develop empowered, flexible, and integrated teams
* Participating in decision making within teams to ensure high quality decisions that foster the commitment to take action
* Participating in the development of all team members’ skills of problem solving, holding effective meetings, effective communication, managing team conflict and giving and receiving feedback
* Being creative, flexible, innovative, tenacious and supportive
* Maintaining a shared vision.

## *Negotiation*

* Influencing people and events formally and informally at all levels through successful communication and interpersonal skills
* Developing and maintaining constructive relationships whilst reconciling or resolving conflict or resource allocation issues.

## *Planning, implementing and communication*

* Implementing and formulating work plans within time scales
* Monitoring progress regularly to ensure that deadlines and targets are met
* Considering available resources and their effective deployment
* Disseminating information effectively and efficiently.

## *Personal effectiveness*

* Pursuing goals energetically despite setbacks
* Striving to succeed despite potential resistance in the environment
* Developing own skills and knowledge and a greater understanding of client centred practice.

*Risk Management*

The post holder is responsible for working according to the Risk Management policies, ensuring any risk assessments made are not in conflict with risk management policies of any of the external agencies involved. The post holder will conduct a full risk assessment of all opportunities/activities in which the client may participate.

1. **REQUIREMENTS**

*All employees are expected to:*

* Act with integrity at all times.
* Ensure that principles of quality are included into all areas of work.
* Always be responsive to customer priorities.
* Demonstrate working within the organisations objectives and commitment to continuous personal learning and development.
* Comply with all health and safety and any other statutory regulatory requirements.
* Undertake any other tasks, which may be requested from time to time by the organisation.
* Safeguard all organisation property, confidential information or privileged knowledge relating to work.

1. **KEY PERFORMANCE INDICATORS**

*Success in this role will be judged by the following key performance indicators:*

* Meeting targets and objectives as set by line manager.
* Working within a team approach.
* Demonstrable achievement in working towards organisational objectives.
* The ability to work in a person centred and flexible way.
* Proactive professional manner.
* All duties and tasks are undertaken and performed in an efficient accurate manner resulting in excellent service provision.

*Please note that this job profile may be amended to meet the needs of the service. Alteration will be discussed in advance with the post holder whose agreement will not be unreasonably withheld.*

*Signed…………………………………………………………………………………………………………*

*Print……………………………………………………………………………………………………………*

*Date……………………………………………………………………………………………………………*

When completing your application form please bear in mind that short listing will be undertaken against the evidence presented by you of how you meet the essential criteria detailed in the person specification**.**

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| **PERSON SPECIFICATION**  **Support Worker (Supported Accommodation)** | **Essential/Desirable** | **Method of Assessment** |
| **Qualifications**   1. Relevant qualification in the specified domain or social care. 2. Evidence of continued personal development. | **D**  **D** | App form/interview  App form/interview |
| **Experience**   1. Previous experience of working with people with mental health problems.or working in ‘people related’ services eg drugs, community, youth etc. 2. Appropriate transferable skills as relevant to the service specification. 3. Experience of working in community settings 4. Experience of supporting people on the Autistic Spectrum. 5. Knowledge of local opportunities 6. Knowledge of mental health legislation. | **E**  **E**  **D**  **E**  **D**  **D** | App form/interview  App form/interview  App form/interview  App form/interview  App form/interview  App form/interview |
| **Skills & Abilities**   1. Good communication skills and the ability to liaise effectively at all levels. 2. Ability to problem solve creatively. 3. Good organisational and time management skills. 4. Record keeping skills. 5. Understanding and ability to implement relevant I.T. systems. | **E**  **E**  **E**  **E**  **E** | App form/interview  App form/interview  App form/interview  App form/interview  App form/interview |
| **Personal Attributes**   1. Excellent interpersonal skills. 2. To be committed to the ethos of team-working and be supportive of colleagues and other staff. 3. Ability to motivate and encourage. 4. A positive approach to feedback. 5. A commitment to Imagine’s philosophy and organisation objectives. 6. A commitment to equality, diversity and social inclusion. 7. Flexible approach to working location and times. 8. Drive and enthusiasm with a commitment to deliver. | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | App form/interview  App form/interview  App form/interview  App form/interview  App form/interview  App form/interview  App form/interview  App form/interview |