

Job Title	A (for Autism)Team Worker
Reporting to	Deputy Outreach Team Manager
Responsible for	Delivery & Development of Autism & Neurodevelopmental Service
Service Area	Based in Outreach Team and working across the charity
Location	Office base at Church Street, Croydon CR0 1RF
Contract Type	Full-time 35 hours pw 52 weeks pa till 31.12.25 in first instance
Salary	£31,638
Annual Leave	25 days annual leave + Bank Holidays + 3 x Concession Days
Post Commences	08.07.24

Job Purpose

This new post will be responsible for supporting the successful initiation, deployment and development of our early intervention and prevention service for autistic and neurodiverse young people and their families across the whole charity.

CDI provides a range of help and support services to respond to the differing levels of need of individual young people up to their 26th birthday and their friends, carers and families. We achieve this by encouraging our beneficiaries to develop their potential in life, helping them to gain insights and understanding of issues affecting their lives, explore possibilities for change, develop their own choices and solutions, discover ways of getting to where they want to be, use support opportunities and develop strategies to deal with future challenges.

The work of the charity includes:

- Advice, Rights & Advocacy
- Counselling in the Community
- Counselling in Educational settings
- Outreach & Talkbus
- Parent & Infant Relationship Service
- Mental Health Support Team
- Young People's Team

CDI is a proud member of Croydon's highly motivated voluntary sector and works closely with a range of statutory and private sector partners. This post is funded by NHS South West London Integrated Care Board.

Commitment to Equality, Diversity & Inclusion

The post holder will ensure that CDI maintains its integrity and commitment to delivering high quality services to the community. We are committed to ongoing Professional Development that encourages and develops our ability to challenge prejudice and discrimination.

Key Accountabilities

To work with all the charity's projects with a focus on providing support to Autistic and Neurodiverse children and young people so that:

- a) the local community significantly benefits from a new specialised and responsive frontline service offering high quality advice and intervention
- b) you enhance local resources that better wraparound the needs of the autistic community
- c) you help build a sustainable model of delivery that directly addresses Autism

Main Duties and Responsibilities

1. Regardless of a medical diagnosis or not, advise and engage with autistic and neurodiverse children, young people and their families
2. Autism Team Workers will sometimes operate from aboard Talkbus in numerous locations across the Borough, carry out assessments during twilight delivery at 132, Church Street and be available to offer consultations, mentoring and advocacy wherever the need arises in the charity
3. Offer an Autism specialism for our parent/carer phonenumber Help Is At Hand, in our Mental Health Support Teams, to our Advice, Rights & Advocacy service and in our Community Counselling provision
4. To work actively and collaboratively with our public (NHS CAMHS/Youth Engagement Team/Custody Suite), voluntary and private sector partners and stakeholders providing a robust link in communication between partner services and where appropriate encouraging joint working practice
5. Consult with our Young People's Team to inform content and direction of service delivery
6. Work with our external consultant, trainer and author of 'A For Autism', Mark Wallis, to shape and sharpen our service delivery
7. Use the 'A for Autism' booklet as a central training tool and as a main point of reference for service delivery
8. The post holder will have a full UK Manual Driver's Licence in order to drive and set up the Talkbus with reasonable responsibility for Health & Safety whilst in transit and on site
9. To keep updated comprehensive records, use referral systems, collate data and keep accurate records in accordance with CDI Monitoring & Evaluation processes. Liaise with Administrators to help achieve this and to meet project deadlines.
10. To contribute to quarterly and annual reporting on the work and to contribute to other methods of feedback as required by the charity, our commissioners and our funders
11. To assist in the research, sourcing and maintenance of relevant resources relating to children, young people and families and make available to those who access our services and to the workforce
12. To maximise resources around local & national campaigns and assist in the assembly of promotion and publicity material to support this initiative

13. Use the Croydon Autism Strategy to guide the service delivery and help establish a relationship with the Croydon Autism Partnership Board
14. Assist the charity's ambition in areas such as supporting an Autism Champion on the Board of Trustees and becoming accredited as an Autism-Informed service with National Autistic Society
15. To ensure children, young people and families are made aware of key processes such as the limits of confidentiality, complaints procedure, information sharing protocol, opportunities to get involved in the Young People's Team/volunteering for CDI and to ensure any special needs or requests for specific support are acknowledged and acted upon
16. To act at all times in accordance within CDI policies and procedures with particular reference to our policies and procedures on Safeguarding, Equality & Diversity, Health & Safety and Data Protection
17. To attend monthly line management meetings with the Deputy Outreach Manager, staff meetings, reflective supervision, performance reviews, Learning & Development Days, the Residential Retreat and to complete all mandatory training requirements
18. To identify own Continuing Professional and Personal Development needs and attend appropriate training as agreed with the Deputy Outreach Manager
19. In order to meet the demand for services at times appropriate to the needs of the community the post-holder will be required to work some evenings and sometimes at weekends and may be required to undertake such other duties as may be identified by the line manager and/or Board of Trustees.

Knowledge, Skills, Abilities & Qualifications

Essential Knowledge	Desirable Knowledge
Comprehensive knowledge of the protective factors that supports thriving communities.	Knowledge of issues around Autism & Neurodiversity
Comprehensive understanding of Child Protection & Safeguarding Vulnerable Adults	.
Comprehensive understanding of socio-economic and health challenges faced by minoritised & Global Majority communities.	
In-depth understanding of Equality, Inclusivity & Diversity and how this informs challenging embedded prejudices and brings about effective change.	
Essential Skills	Desirable Skills
Frontline early intervention & prevention, trauma-informed service delivery	Delivered services where the voice of the community is central
Advanced listening, written & oral communication skills	
Strong relationship-building skill – able to build trust with stakeholders, colleagues and partners	
Self-organised and good time management	

Essential Abilities	Desirable Abilities
Track record of working with children, young people, parents/carers and families in community and/or educational settings	Ability to design and deliver workshops & presentations
Able to competently use Microsoft Word/Outlook/Excel	Able to communicate using social media
Able to deliver inclusive and culturally competent services	
Full UK driver's licence for Manual vehicles	
Ability to work on own initiative and as part of a team	
Essential Qualifications	Desirable Qualifications
A qualification in one or more of these areas: Youth & Community Work, Counselling, Advice & Advocacy, Social Care, Health, Education or a related field	Level 3 Safeguarding