

## Job Details

<b>Job Title:</b>	Autism Practitioner
<b>Hours:</b>	30 hours per week
<b>Salary:</b>	£27,000 (FTE)
<b>Location:</b>	Swindon
<b>Reports to:</b>	Service Lead, Autism

## Job Purpose

Join a team with a bold mission – at Swindon and Gloucestershire Mind, we are dedicated to reshaping the landscape of mental health and emotional wellbeing in our community. The Autism Practitioner will work with people across Swindon with Autism and mild to moderate mental health concerns at pre/post assessment stage. Your role is all about providing a collaborative and tailored approach.

### What You'll Do:

- **Collaboration and Efficiency:** Work hand-in-hand with other local agencies/organisations to effectively deliver a wide variety of wellbeing support for people with Autism.
  
- **Innovation and Empowerment:** Channel your passion into providing evidence-based interventions, elevating the mental health and emotional well-being of the people we serve, while opening doors to life's possibilities.

### Why Join Us:

- **Impact Matters:** Join a team where your work directly transforms lives and contributes to a healthier community.
- **Personal Growth:** We offer professional development opportunities that will enrich your career and help shape the future of mental health services in Swindon.
- **Collaborative Culture:** Work alongside like-minded individuals who share your passion for making a meaningful impact.

Together, we can build a brighter, healthier future for Swindon. Your contribution can make all the difference.

**1. Deliver Person-Centred Support to People with Autism**

- To receive and respond to referrals as directed by the lead and management team.
- Provide direct person-centred support to people aged 16+ with Autism concerns through a range of wellbeing support techniques, i.e., specific group and peer support.
- To manage your own caseload of people who have been identified for receiving support from the service, this includes completing a thorough risk assessment and communicating with other agencies involved as appropriate
- To use the Outcome Star as an evidence-based tool for supporting change and wellbeing.
- To co-produce a wellbeing/support plan with the person being supported ensuring that their identified goals are championed.
- To provide consistent, time appropriate support to people including a range of practical, emotional and wellbeing interventions as applicable.
- To ensure that goals identified are being addressed by providing regular wellbeing reviews.
- To be responsible for safeguarding issues and concerns raised involving relevant safeguarding staff and appropriate agencies

**2. Effective Collaboration with External Agencies and Organisations**

- To develop, maintain and strengthen positive working relationships with appropriate professionals to enhance the work delivered by the person being supported, promote the service and encourage referrals
- To work closely with the AWP Autism team to support people who are currently waiting to receive an autism assessment.
- To signpost and support the person accessing the service to appropriate additional support services, resources and up to date information either internally or to external appropriate agencies.

**3. Development and Promotion of the Autism Service**

- To deliver psycho-educational groups as part of the post-assessment service offer which encourages peer support and group interaction.
- Promoting the session externally and encouraging people involved to be involved with the setup of the session plan.
- To work with the person being supported to increase community integration and empowering the person to attain greater independence within the community.

**4. KPI's and Data Excellence**

- To effectively record and evidence outcomes achieved by young people.
- To monitor and report on outcome/support needs associated with the service ensuring the rights of the people being supported are upheld and promoted including through an appropriate advocacy service if appropriate. Enabling the person being supported to have a voice in the day-to-day operations of the service provided.
  
- To meet a number of wellbeing plans set as monthly targets by manager.
- To meet a number of reviews set as monthly targets by manager.
- To use 'Views' database system or an alternative data software (as appropriate) to capture, track and monitor performance.

## General Responsibilities

The following are applicable to all employees and posts:

**1. Guardian of Confidentiality:**

Safeguard the privacy and trust of individuals by maintaining meticulous, accurate records and adhering to data protection procedures.

**2. Collaborative Data Excellence:**

Work harmoniously with colleagues to ensure that our internal systems run smoothly, from record-keeping to GDPR compliance, enabling us to operate seamlessly and securely.

**3. Data Mastery and Reporting:**

Fulfil general administrative duties, skilfully collecting, monitoring, and reporting data outcomes. Ensure our ICT systems and data recording practices align with the organisation's policies and procedures.

**4. Safe and Sound:**

Ensure strict compliance with legal and health and safety regulations, guaranteeing the well-being of training delegates and the people we serve, in accordance with our health and safety policy.

**5. Championing Our Cause:**

Establish connections with relevant statutory and third-sector organisations, extending our reach and promoting our training services. Be a vital link in building relationships and expanding our training service offering.

**6. Be the Voice of Policy and Procedure:**

Stay up to date with legislation, national and local policies, and ensure that your work aligns with the organisation's policies and procedures, current legislation, and quality standards.

**7. Lifelong Learning and Positive Culture:**

Contribute to a team that thrives on positivity, dynamism, and a can-do attitude, making our organisation a remarkable place to grow and contribute.

**8. Effective Communication and Awareness:**

Attend and actively participate in regular team meetings, ensuring that our collective communication is strong, and awareness of our progress and development is maintained.

**9. Continuous Professional Growth:**

Be proactive in your professional development. Attend and engage in staff meetings, supervision, appraisal sessions, and training opportunities as agreed upon with your line manager.

**10. Collaborative Leadership:**

Work closely with the Management and Senior Leadership Team (SLT) to steer our organisation toward success.

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#### **11. Advocate for Wellbeing:**

Promote the 5 Ways to Wellbeing Model as an integral part of our support offer, contributing to the holistic well-being of those we serve.

#### **12. Expert Risk Assessment:**

Utilise the UK Mental Health Triage Scale (UK MHTS) for thorough risk assessments, ensuring that we provide the best support and care to individuals in need.

Join our team and become an essential part of our mission, contributing to the well-being of our community while enjoying a supportive, dynamic, and growth-focused environment. Your work will make a tangible difference in the lives of those we serve.

### Person Specification

Our duty to quality means we need a workforce that have the mandatory skills, knowledge and attitudes, in which we can continuously adapt to improve service delivery to meet the challenges and changes faced.

*\*Essential (E) or Desirable (D)*

#### **1. Passionate Service Advocate**

- We are seeking individuals who are passionate about delivering quality services and are dedicated to continuously adapting to meet the evolving challenges and changes in the field (E).

#### **2. Valuable Experience:**

- Relevant experience of working in any health, social care, or any related voluntary organisation setting (E).
- Experience and knowledge of working within mental health, supporting individuals experiencing mental health problems (E).
- Experience of working with young people (E).
- Experience of working with complex needs (E).
- Experience of providing 1-2-1 support via a variety of methods including over the telephone and face-to-face (E).
- Experience of working with people with learning disabilities and autism (E).

#### **3. Skills and Abilities:**

- Demonstrated understanding of a range of skills and interventions related to wellbeing and recovery practices, including counselling and community signposting (E).
- Willingness to support people with diverse needs in achieving their recovery goals (E).
- In-depth understanding of the issues and concerns of individuals with mental health needs (E).
- Strong knowledge and commitment to the rights of individuals accessing services (E).
- Understanding of the impact of stigma and discrimination (E).
- Knowledge of local safeguarding policies (E).
- A strong grasp of the concept of confidentiality (E).
- Eagerness to participate in team activities that foster collaboration (E).
- Appreciation of equal opportunities and diversity issues (E).

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- Effective stress management and the ability to plan and prioritise workload (E).
- Proficiency in IT skills, including Microsoft Office and electronic record keeping systems (E).

#### 4. Knowledge:

- Knowledge of safeguarding and protection of vulnerable adults (E).
- Knowledge of mental health services in Swindon (D).
- Knowledge of various interventions used to support recovery (E).
- Understanding of General Data Protection Regulations (GDPR) and confidentiality (E).

#### 5. Education/Qualifications:

- GCSE/O Levels (grades 9-4/A\*-C) in Maths and English (or equivalent numeracy and literacy) (E).
- Trained in an allied field e.g., counselling, mediation, advocacy, or social work (D)

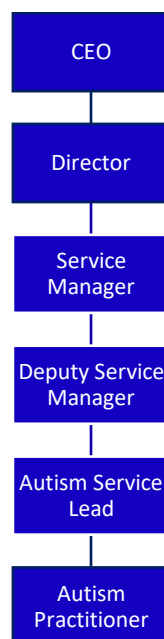
#### 6. Positive Attitudes:

- A commitment to working within a framework that recognises the diversity of people and encourages equality and opportunity for all (E).
- A commitment to the participation of people accessing our services in decision-making processes in the design and delivery of the services they access (E).
- Willingness to assist in various areas of work and undertake additional duties as needed to contribute to Swindon & Gloucestershire Mind's mission (E).

#### 7. General:

- Ability to travel to venues across Swindon and Gloucestershire (E).
- A flexible approach to work (E).

## Organisational Chart



### Organisational Values

Swindon and Gloucestershire Mind have a set of values, vision and mission all of which feeds into the organisation's behavioural framework.

**Our Values:**

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

**Our Vision:**

Creating services where people are recognised, valued and supported.

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### **Our Mission:**

Provide advice and support to empower anyone experiencing a mental health problem.

We are seeking someone who will lead by example, demonstrating the organisation's behavioural framework:

- Trust and Respect
- Communication
- Responsibility
- Collaboration
- Excellence
- Leadership

## Training and Support

### **1. Investing in Your Future:**

We believe that your growth is our growth. Our commitment to training and development is an essential investment in your future and our organisation's success. Well-planned and expertly delivered training enhances efficiency and effectiveness, benefiting both you and the services we provide.

### **2. Generous Annual Leave:**

Enjoy a healthy work-life balance with 25 days of annual leave, plus an additional 8 days of bank holiday entitlement (pro rata for part-time staff). Your time to rest and recharge is important to us.

### **3. Embracing Flexibility:**

We understand that one size doesn't fit all. We offer flexible working arrangements, which may involve a mix of office-based, community outreach, remote work, and adjustable shifts as needed. Your preferences matter.

### **4. Personalised Support and Growth:**

Benefit from personalised group and individual supervision, including regular debrief meetings with your line manager. Our flexible approach ensures you have the support you need to thrive in your role, with online or alternating venue options between Swindon and Gloucestershire.

### **5. Comprehensive Induction:**

You'll receive a comprehensive induction tailored to your job role and working environment. This includes a specific training program that aligns with your role and service area, ensuring a smooth and informed transition into your new position.

### **6. Lifelong Learning and Accreditation:**

We're dedicated to your professional development. You'll have access to ongoing learning opportunities, including accredited Continuous Professional Development (CPD) training and recognised mental health courses. Your skills will continue to grow throughout your career with us.

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#### **7. Secure Your Future:**

Plan for a secure future with our portable pension scheme provided by Aviva. We're committed to helping you build financial stability and peace of mind.

#### **8. Make a Meaningful Impact:**

Join us and make a real difference in your local community. Collaborate closely with our external partners to shape our organisation, contribute to our policies, strategies, and future development. Your work will directly impact those who are struggling with their mental health and well-being.

At S&G Mind, training and development are more than just words. They're a commitment to your growth, well-being, and the opportunity to contribute meaningfully to our community. Join us and be part of a team that cares about your success as much as its own.

### Further Information

These duties are intended to be a guide to the post\* and should not be considered exhaustive. The role is subject to review, depending on the needs of Swindon and Gloucestershire Mind. The post holder will be encouraged to participate in any such review.

*\*Hours may change depending on the need i.e., covering absence, annual leave and sickness and will be reviewed regularly during supervision.*

### Conditions of Employment

New employees will be subject to a six-month probationary period and will be subject to an enhanced Disclosure and Barring Service (DBS) check and references.

To apply, please check our website:

For any enquiries or questions, please email:

<https://www.sgmind.org.uk/vacancies/> [recruitment@sgmind.org.uk](mailto:recruitment@sgmind.org.uk)