



<b>Job Description</b>
<b>Day Horizons/Outreach Facilitator</b>
<p><b>Introduction</b></p> <p>Autism Initiatives is committed to working in partnership with service users, their families, commissioners and others to provide a specialist, autism specific, person centred and outcome focussed service for people with autism spectrum conditions.</p> <p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work in the context of Autism Initiatives' Vision, Mission and Philosophy and to use our 'Five Point Star' approach in order to support service users in achieving their goals.</li> <li>• Work to develop their abilities in line with the Autism Initiatives Competency Framework.</li> <li>• Recognise the positive abilities of service users and support our shared belief in life-long learning.</li> <li>• Adhere to the Autism Initiatives' Code of Conduct, Code of Practice, showing a high degree of professionalism, resilience, and a willingness to remain committed when the work becomes more difficult.</li> </ul>
<p><b>Purpose Of the Role</b></p> <p>To promote and support independent living and successful community integration. To facilitate educational, developmental, recreational and occupational programmes and activities as part of the service provided. Programmes will be designed to match the service user's needs and capabilities while allowing him/her to develop his/her full potential and obtain the highest quality of life possible.</p>
<p><b>Line Manager</b></p> <p>You will report to the Senior Supervisor/Team Leader</p>
<p><b>Key roles and Responsibilities</b></p> <p>To encourage and motivate service users to engage in planned activities. To promote and support independence and community integration as outlined by New Directions (HSE 2012)</p> <ol style="list-style-type: none"> <li>1. To promote and support independence and community integration in your approach with the service user group</li> <li>2. Take personal responsibility for learning about each service user and the way autism affects them; for 'listening' to the individual; and for reflecting on own practice to continuously develop their own knowledge and skills.</li> </ol>

3. Maintain service user/Organisational confidentiality at all times in line with principles of GDPR
4. To liaise with families, the multidisciplinary team and other personnel as directed
5. Ensure service users receive support in their daily lives, alongside the team, according to the service user's needs and preferences. Support may include:-:
  - Supporting them to make appropriate choices regarding their nutritional needs.
  - Reporting *any* concerns regarding the service user's welfare including health and safety issues.
  - Actively encouraging and supporting leisure and meaningful activities both inside and outside of the home, in accordance with individual service user's interests, choices and needs.
  - Adhering to all safeguarding requirements and any procedures aimed at the protection of vulnerable adults.
  - Using 'Positive Intervention Support Planning' to support service users in managing their own behaviours of concern.
  - Understanding the importance of a service user's working file and plans, and using these effectively and professionally to inform practice on a daily basis.
  - Recording accurately and professionally in line with national standards, Autism Initiatives requirements and the Five Point Star approach and New Directions.
6. Contribute to service user Future Planning Meetings (FPM) and following up on actions and goal setting.
7. Carry out required Health and Safety related monitoring and reporting.
8. Offer day to day support to your team.

**Finance:**

9. Maintaining and recording all required financial information.
10. Follow finance procedures in line with policies to include petty cash ledgers, day to day finances

**Quality Services:**

11. Adhere to all external monitoring e.g. internal peer reviews and compliance with Code of conduct/internal audits
12. Ensure all actions arising from monitoring are recorded, acted upon, and improvements evidenced.

**Working together:**

- 13. Attend FPM, and other meetings as and when required.
- 14. Develop and maintain effective relationships with internal colleagues and teams so that we provide an efficient service user outcome focussed service.
- 15. Build and maintain a positive relationship with families and significant people in service users lives.
- 16. Engage with and contribute positively to local groups, creating and maximising opportunities for service users to be part of the community.
- 17. Ensure that all feedback, including complaints, compliments and suggestions is encouraged, recorded, reported and used to improve the service.
- 18. Promote Projects and Enterprise Initiatives for supporting service user's employment opportunities.

**Personal Development:**

- 19. Attend and contribute to own Supervision, Appraisals, training and other events as required.
- 20. Attend all relevant and required training and development programmes.
- 21. Change practice as a result of development experiences.
- 22. Continuously develop own leadership style, being a positive role model for teams and colleagues.

The Facilitator will also undertake any other task or work which arises within the scope of the role in order to meet the needs of the service.

Duties will at all times be undertaken in compliance with Autism Initiative's Policies and Procedures, including Health and Safety.

<b><u>Job Title:</u></b>	<b>Facilitator Person Specification</b>	
<b><u>Qualifications:</u></b>	<b><u>Essential:</u></b>	<b><u>Desirable:</u></b>
	Relevant health care/Social Care qualification	
<b><u>Knowledge:</u></b>	<p>knowledge in the area of disabilities/ autism</p> <p>Understanding of New Directions 2012</p> <p>Current legislation and regulations relating to social care sector/HIQA</p> <p>Understanding of the needs and rights of individuals with autism.</p>	
<b><u>Experience:</u></b>	Implementation of support/care plans, PCP`s/Other	Multi-disciplinary working with people who have complex needs
<b><u>Skills/Abilities:</u></b>	<p>The ability to use your own initiative. To organise and prioritise your workload.</p> <p>Good communicator.</p> <p>To be flexible and proactive in problem solving situations.</p>	Experience relevant to Social Care Sector
<b><u>Personal Qualities:</u></b>	Able to work flexible and unsocial hours to include evenings and weekends, on a rota basis. Attend training as required.	