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| **Job Description** |
| **Day Horizons/Outreach Senior Facilitator** |
| **Introduction**  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.  All staff are expected to:   * 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. * Work to develop their abilities in line with the Autism Initiatives Competency Framework. * Recognise the positive abilities of service users and support our shared belief in life long learning. * Adhere to the Autism Initiatives’ Code of Conduct and the General Social Care Council’s Code of Practice, showing a high degree of professionalism, resilience, and a willingness to remain committed when the work becomes more difficult. |
| **Location**  The post will be based at Horizon Services .Travel may be required |
| **Line Manager**  The Senior Facilitator is managed and supervised by the Senior Supervisor/Team Leader. |
| **The Senior Facilitator will**:   1. Be responsible for supporting the day to day running of the services, and accountable for the facilitation and delivery of person centred programmes. Assisting with the completion of individual action plans under the general supervision of the Senior Supervisor/Team Leader 2. Participate and contribute to planned evaluations of the service, to ensure continuous review and improvement where possible. Ensure that all Files are appropriate and up to date and that all records are maintained in an efficient and professional manner 3. To encourage and motivate service-users to engage in planned activities both in and outside the service. 4. To promote and support independence and community integration in your   approach with the service user group in line with New Directions(HSE2012)   1. 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. 2. Maintain service user /Organisational confidentiality at all times in line with the principles of GDPR. 3. To liaise with families, the multidisciplinary team and other personnel as directed by the Senior Supervisor/Team Leader 4. 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 to the Senior Supervisor/Team Leader *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.  1. Supporting the Manager setting meeting agendas/Supervisions and the day to day plans of the service 2. Contribute to service user FPM and following up on actions and goal setting 3. Carry out required Health and Safety related monitoring and reporting. 4. Offer day to day support to your team   **Finance:**.   1. Work within budget, maintaining and recording all required financial information. 2. Follow finance procedures in line with policies to include petty cash ledgers, day to day finances   **Quality Services:**   1. Ensure all internal and external monitoring e.g. internal peer reviews, compliance are prepared for and responded to in a timely and efficient manner. 2. Ensure all actions arising from monitoring are recorded, acted upon, and improvements evidenced. 3. Ensure that all quality reporting required are completed in an efficient and timely manner.   **Working together:**   1. Attend FPM, Operational and HSE meetings when required by the Manager 2. Develop and maintain effective relationships with internal colleagues and teams so that we provide an efficient service user outcome focussed service. 3. Build and maintain a positive relationship with families and significant people in service users lives. 4. Build and maintain effective relationships with commissioners, health professionals and other colleagues whose work impacts on the lives of service users. 5. Engage with and contribute positively to local groups, creating and maximising opportunities for service users to be part of the community.   .   1. Ensure that all feedback, including complaints, compliments and suggestions is encouraged, recorded, reported and used to improve the service. 2. Liaise with HSE, Local Councils ,parents and relatives and other stakeholders when/where deemed necessary by the Manager 3. Promote and initiate Art Projects and Enterprise Initiatives for supporting service user’s employment opportunities.   **Personal Development:**   1. Attend and contribute to own Supervision, Appraisals, training and other events as required. 2. Attend all relevant and required training and development programmes. 3. Change practice as a result of development experiences. 4. Continuously develop own leadership style, being a positive role model for teams and colleagues. 5. Take responsibility for own professional development. |
| The Senior 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. |
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# Person specification

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| **Job Title:** | **Senior Facilitator** | |
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| **Qualifications:** | **Essential:** | **Desirable:** |
|  | Relevant health care/Social Care qualification | Supervisory experience  Management experience. |
| **Knowledge:** | Knowledge in the area of Autism  Current legislation and regulations relating to social care sector/HIQA  Understanding of the needs and rights of individuals with autism. | New Directions 2012 |
| **Experience:** | Multi-disciplinary working with people who have complex needs. Implementation and development of support/care plans, PCP`s/other | Lead/Chair meetings |
| **Skills/Abilities:** | The ability to use your own initiative. To organise and prioritise your workload.  Knowledge of budgets  Staff supervisions and appraisals  Good communicator.  Good supervisory skills, with a hands on approach.  To be flexible and proactive in problem solving situations. | Rota management |
| **Personal Qualities:** | Able to work flexible and unsocial hours on a rota basis Attend/deliver training as required. |  |