

Job Description
Autism Support Practitioner, NI.
<p><b>Introduction</b></p> <p>Autism Initiatives is committed to working in partnership with the people we support, their families, commissioners and others to provide a personalised, autism specialist service that makes a positive difference to the lives of people on the autism spectrum.</p> <p><b>All staff are expected to:</b></p> <ul style="list-style-type: none"> <li>• Work in the context of Autism Initiatives' Vision, Mission and Philosophy and use our 'Five Point Star' approach to support people in achieving their goals.</li> <li>• Work to develop their abilities in line with the Autism Initiatives Competency Framework.</li> <li>• Recognise the strengths and abilities of the people who access our services and support our shared belief in lifelong learning.</li> <li>• Adhere to the Autism Initiatives' Code of Conduct, showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.</li> <li>• Observe all legal and procedural requirements in relation to data management and confidentiality e.g. adherence to GDPR (General Data Protection Regulation) and internal data management policies.</li> <li>• Adhere to all safeguarding requirements and any procedures aimed at the protection of adults at risk.</li> </ul>
<p><b>Location / department</b></p> <p>Central Office, Belfast or Hybrid working options available.</p> <p>You will be expected to visit services and attend meetings or deliver training across Northern Ireland as required.</p>
<p><b>Line Manager</b></p> <p>Local management support from the Regional Practice lead and Group support from the Head of Autism Practice / Group Autism Specialist.</p>
<p><b>Job Purpose</b></p> <ul style="list-style-type: none"> <li>• To contribute to Autism Initiatives autism specialist understanding and support to people with ASC.</li> <li>• To contribute to the development and implementation of the strategic practice aims for Northern Ireland.</li> <li>• Work closely with the Regional Practice lead to ensure a high level of person centred care and support across our services.</li> <li>• Deliver training and Induction support across services in Northern Ireland, including core skills and safeguarding training as required.</li> <li>• To respond to priorities as they arise, which may include providing support to teams and people we support.</li> </ul>
<p><b>Main Duties and Responsibilities</b></p> <p><b>Training and reporting:</b></p> <ul style="list-style-type: none"> <li>• To maintain PROACT SCIPr UK® Instructorship by preparing and attending annual PROACT SCIPr UK® Instructor refresher/update, ensuring that individual portfolio is completed using the checklist provided. This also includes participation in one annual moderation which should be completed by another peer instructor.</li> </ul>

- Complete moderations for peer PROACT SCIPr UK® instructors where requested.
- Facilitate Autism Initiatives PROACT SCIPr UK® training sessions (Days 1-3) and other relatable training such as Reporting and Recording or IPPW Training as required. Ensuring that all aims of the session are met and timescales adhered to using Instructor training notes.
- Facilitate Autism Specific training sessions such as 5 Point Star, Support Plan Goals.
- To ensure that own Safeguarding and First Aid Training are kept in date and that courses are completed in full.
- Report any injuries sustained during a training course using the Instructor Feedback Record and complete any relevant accident reports with the support of the Learning and Development team.  
To support any identified learning needs within the session and to follow guidance from Learning and Development to ensure reasonable adjustments are made for the individual attending training.  
To attend regular PROACT SCIPr UK Instructor Meetings where information relating to organisational and national updates relating to PBS and Autism Practice will be shared, these meetings will be led by the Regional Coordinator.

### **Practice Support**

- To attend monthly PST meetings where updates and other information is shared.
- To contribute to Autism Initiatives autism specialist understanding and-implementation of person-centred approaches.
- To contribute to the development and implementation of the strategic practice aims for Northern Ireland.
- To participate in practice forums, practice discussions, Managers Development Days, ensuring that key learning is successfully disseminated from these to others.
- To always be a reflective practitioner helping others to identify what is going well, but also what could be better, and how this will be supported and reviewed using Autism Initiatives documentation.
- To continuously develop knowledge of differences associated with autism, using learning from Practice Discussion Forums, Managers Development Days etc.
- To provide support to complete PIRS and PSE when required, ensuring that the priority for these meetings is to offer staff/teams a space to feel listened to and agree any additional support that may be required.

### **Induction and Support to services**

- Support learning about autism and practice within the induction process for new Support Workers and Senior Support Workers, to support good autism practice is embedded within services.
- Provide occasional support cover to services (where required).

It is the nature of the work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will therefore be expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description, have to be undertaken.

**Date reviewed:** May 2025

<b>Person Specification</b>	
<b>Autism Support Practitioner, NI.</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years continuous experience within a social care role.</li> <li>• Minimum of 2 years' experience of working with someone with support needs, preferably within an autism specific setting.</li> <li>• Minimum Level 3 Health and Social Care Diploma, or equivalent.</li> <li>• Driving licence, with access to your own vehicle.</li> <li>• Willingness to train and become a certified PROACT SCIPr UK<sup>®</sup> Instructor.</li> <li>• Knowledge of Autism Spectrum Conditions and ability to apply this knowledge in different situations.</li> <li>• Flexible approach to working within a busy environment.</li> <li>• Be an engaging communicator and reflective practitioner.</li> <li>• Demonstrate accuracy and attention to detail at all times.</li> <li>• Lead by example and demonstrate resilience.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Able to use your own initiative but also be a key team player.</li> <li>• Good IT skills in order to support good record keeping.</li> <li>• Ability to train staff and cascade key messages.</li> <li>• Be self-initiating and effective in diary and time management.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Training and coaching experience, skills and qualifications.</li> <li>• Management/Supervisory experience.</li> <li>• Level 5 BTEC Diploma or CAPBS qualification or equivalent OR QCF level 5 in Health and Social Care Diploma, or equivalent.</li> </ul>
<p>These additional duties will normally be to cover unforeseen circumstances or changes in work and they will normally be compatible with the regular type of work.</p> <p>The job description may also be reviewed in light of changing service needs or developments in consultation with the post holder.</p>	
<b>Date reviewed:</b> May 2025	

