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## Job Description

### Floating Support Worker, Belfast

#### Introduction

Autism Initiatives is committed to working in partnership with the People Supported, 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 the People Supported in achieving their goals.
- Work to develop their abilities in line with the Autism Initiatives Competency Framework.
- Recognise the positive abilities of the People Supported and support our shared belief in lifelong learning.
- Adhere to the Autism Initiatives' Code of Conduct and the NI Social Care Council's Code of Practice (NISCC), showing a high degree of professionalism, resilience, and a willingness to remain committed during particularly demanding times.

#### Location / Department

Floating Support Workers are based in Belfast but, ***may also be required to work at other locations, either temporarily or permanently, or may be recruited for across services.***

#### Line Manager

Floating Support Workers are managed and supervised by the Service Manager where they are located, through the line management structure.

#### Main Duties and Responsibilities

The Floating Support Worker will be responsible for providing high quality housing related support services to people with an Autism Spectrum Condition in order to set up and/or maintain their own home.

## **Specific Roles & Responsibilities**

### **KEY TASKS**

#### **Housing Support**

Assess users' individual housing support needs.

In consultation and agreement with the People Supported and others, where appropriate, devise and implement suitable housing support plans.

Empower tenants to live as fully and independently as possible within their local community, by supporting them to develop life management skills and becoming independent in the areas of budgeting, cooking, shopping and maintaining their dwelling.

To carry out risk assessments and implement risk management as and when necessary due to the changing needs and aspirations of users.

Provide housing support for the People Supported to maintain the security and safety of their dwelling.

Encourage, enable and support the People Supported to maintain good relations and avoid disputes with their neighbours, other the People Supported, friends and family members.

Provide housing support which will allow the People Supported to manage their health and well being e.g. support to access advice and information about general health as part of a package of support and signposting to other services.

Support the People Supported to develop self-advocacy skills.

Sign-post the People Supported to providers of specialist advice e.g. CAB, welfare rights, advocacy service and other community groups.

Contribute to the protection of the People Supported from abuse, by working within Autism Initiatives Vulnerable Adults guidelines.

Empower the People Supported to access local services and encourage active participation in the community to promote a better quality of life e.g housing, Health and Social Services care professionals, welfare & benefits, advocacy agencies, and other landlords as appropriate.

Ensure compliance with Supporting People's Quality Assurance Framework and The Regulation Quality Improvement Authority (RQIA) as well as Autism Initiatives policies and procedures.

#### **Staff & Team Working**

Work within a team, supporting colleagues and attending team meetings, recording and sharing information appropriately and confidentially.

Keep up to date with issues relevant to housing & support, welfare benefits and other relevant legislation.

To undertake all core training required for this post and other training and professional development activities as required.

Undertake other delegated tasks and responsibilities that fall within the role of the housing support officer.

To be aware of Autism Initiatives philosophy, policies & procedures that are current at any time and always to carry out duties accordingly.

To comply at all times with the Autism Initiatives legal, contractual and regulatory responsibilities in relation to the above duties.

### **Communication and Information**

Produce reports and information in user-friendly language and present in a professional and acceptable manner.

Assist in the recording and collection of data / information to meet Supporting People service monitoring requirements

Develop and represent Autism Initiatives public and professional profile appropriate to its mission, values and strategies ensuring that these are incorporated into all work activity.

Implement and maintain effective communication systems including the confidentiality of sensitive information.

### **General Administration**

Actively participate and implement continuous business improvement within the areas of responsibility bringing to your line manager any innovative opportunities and practice that may enhance this service.

Bring to the attention of your line manager any matter you feel warrants attention.

Co-operate and provide all relevant information required to internal and external auditors and assist the implementation of any recommendations.

Maintain effective administrative and reporting systems for which you are responsible.

Liaising appropriately with the People Supported to promote quality care, protection and well-being of all The People Supported.

Ensure that the core values of Autism Initiatives are incorporated into all work activity.

### **Health & Safety**

Ensure that all delegated responsibilities are carried out in accordance with the requirements of legislation, QAF requirements for Health and Safety, and Autism Initiatives Health and Safety Policy and Procedures.

Report and record any incident, accidents or issues of concern to your line manager.

Risk assess situations where staff and tenants are likely to be vulnerable.

### **General**

Have access to a car and have business insurance.

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.

A high degree of flexibility is required as the post-holder is likely to be required to work on occasions in the evening and weekends.

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.

The job description may also be reviewed in light of changing service, or the People Supported needs, developments in the Company, or due to legislative or regulatory requirements or in consultation with the post holder.

This job description is not definitive and may vary.

**November 2023**

## Person Specification

<b>Job Title</b>	Floating Support Worker	
<b>Location:</b>	Based in Belfast	
	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualifications/ Experience:</b>	<p>Knowledge of providing services and support to clients with Autism.</p> <p><b>and/or</b></p> <p>Knowledge in the provision of housing support to individuals within the community.</p> <p>Registered or agreeable to NISCC registration on appointment.</p> <p>Full UK driving licence to be held for one year.</p>	<p>Health Care qualification, or equivalent, or working towards it (i.e NVQ/QCF).</p> <p>NISCC registered or working towards this.</p> <p>Working, personal or voluntary knowledge of Autism Spectrum Condition.</p> <p>Entry Level or GCSE's A-D in English and Maths or equivalent or Degree or equivalent.</p>
<b>Practical Skills &amp; Intellectual Knowledge:</b>	<p>Good communication skills.</p> <p>Ability to implement housing support plans for individuals with an Autism Spectrum Condition (ASC)</p> <p>Ability to assess risk associated with job role.</p> <p>Organisational skills.</p> <p>Working knowledge / awareness of existing service provision across statutory, private and voluntary sectors.</p>	<p>An understanding of autism and practice issues.</p> <p>An understanding of tenants issues, promoting active citizenship and social inclusion.</p> <p>An understanding of procedures and policies relating to the housing sector.</p> <p>Familiarity with IT applications and basic keyboard skills.</p>
<b>Personal Qualities:</b>	<p>Ability to maintain confidentiality and discretion.</p> <p>Ability to work on own initiative as well as part of a team, meet timescales, be innovative and make appropriate decisions.</p> <p>Flexible approach to working and adaptable to change.</p> <p>Good interpersonal skills.</p> <p>Willingness to train and develop with the job role.</p>	
<b>Personal Circumstances:</b>	<p>Flexibility to work outside normal working hours occasionally.</p>	

**Please Note: Autism Initiatives reserves the right to establish additional criteria to facilitate short listing.**

## Terms and Conditions

<b>Post:</b>	Floating Support Worker
<b>Hours</b>	37½ hours per week
<b>Place of Work:</b>	Belfast
<b>Salary:</b>	As per contract.
<b>Leave:</b>	23 Days Annual Leave per holiday year (pro-rata based on full time hours).
<b>Bank Holidays:</b>	10 Days per year (pro-rata).
<b>Probation:</b>	6 Months, 12 week assessment process which can lead to (a) Successful Completion (b) Termination of employment.
<b>Occupational Health Benefit:</b>	The organisation operates an Occupation Health Benefit scheme.
<b>Pension:</b>	Automatic Enrolment 90 days from commencement of employment with the option to opt out.
<b>Equal Opportunities:</b>	Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community.