**Job Title:**Autism Support Advisor

**Location:**  Community Base and home working, Brighton

**Hours:**  22.5 hours per week

**Salary:**   £22,000 p.a. pro-rata plus pension contribution following successful completion of probationary period.

**Contract:** Fixed-term 31st May 2022

**Accountable to:**   Operations Manager

### Purpose of Job:

To ensure the provision of high quality support services for adults Autism. To increase wellbeing, independent living and quality of life for adults with Autism, whilst promoting independence and personal empowerment through short term one-to-one support, training and group facilitation.

To be the initial point of contact for new people accessing Assert through a registration process and to act as the gateway to engaging in the wider services at Assert. To create better understanding and awareness of Autism in the wider community through contact with other local organisations.

**1. Job Specific Areas of Responsibility:**

The duties set out in this Job Description are to be carried out in accordance with the Staff Handbook.

**a) Member support**

* To provide one to one short-term support casework for autistic adults, including sign-posting, advice, guidance, advocacy, emotional and practical support, crisis prevention and resolution and liaison with statutory services as appropriate.
* To be the initial point of contact for all new referrals and provide initial registration meeting to new clients.
* To undertake risk assessments of clients if required.
* To work in partnership with other workers and services to ensure a high standard to delivery of service for clients.
* To attend regular casework supervision meetings with your manager. .
* To engage and liaise with statutory services to ensure the wellbeing of members.
* To network with local organisations, services and charities that provide services to people from all diverse minority groups in order to be aware of the current local support for members. .

#### b) Administrative support

* To be one of the first points of contact for enquiries, whether on the telephone or more usually by email.
* To assist enquirers in accessing appropriate services (whether with Assert or externally with other local services), taking due consideration to ensure privacy and confidentiality.
* To answer queries about Assert’s services and provide information about its services including mailing out written information about the organisation on request.
* To maintain the client database and Equal Opportunities database, ensuring they are kept up to date and with accurate data.
* To produce regular computer generated statistical and narrative reports according to the needs of the organisation.

### 2. Organisational responsibilities

* To contribute to the purpose and strategic aims of Assert.
* To uphold the commitment of Assert to the provision of equal opportunities in all aspects of its work.
* To take part in meetings, discussions, training and working groups as appropriate.
* To perform other duties as may reasonably be allocated by the OM from time to time.
* To adhere to the Data Protection and Confidentially Policies in all aspects of the job.

### 3. Variation Clause

Assert reserves the right, following full and reasonable consultations with the post holder and with her/his Trade Unions or other representatives, to vary, add to or alter any of the terms and conditions of employment attaching to the post of Autism Support Advisor.