



Role Description

VOLUNTEER

Activity Worker

One Year Fixed Term Contract

From 1st April 2019 to 31st March 2020.

Hours of volunteering

Flexible working hours, week days

Reporting to:

Reporting to the Activity Leader

Aim of the Volunteer Activity Worker role:

To work within one of the "Your Space" social / activity clubs for children and young people diagnosed with an Autism Spectrum Condition, supporting participants in order to aid individuals in their enjoyment of activities and in their communication with others.

Tasks:

- To provide a safe environment for children and young people who may have a diagnosis of being on the autistic spectrum.
- To work as one to one or as part of a team (as deployed by activity leader).
- To assist the activity leader in providing activities within club sessions.
- To provide personal care as identified by coordinator or activity leader.
- To assist with assessments and writing risk assessments of individuals.
- To complete relevant documents as required and determined by coordinator.
- To take part in, show an interest in and encourage others to take part in all activities offered. (Creativity, music, free-play, physical games etc)



- To be proactive in enabling individuals to access activities and have a team approach to sharing insight and inform other staff / volunteers on evidence and progress of individuals and help gather evidence of progression.
- Safe handling and logging of fees.
- To undertake relevant training as required and attend updates.
- To maintain professional internal and external relationships, complying with all policies and procedures in order to meet the company's values.
- To assist with goal setting.
- Provide ongoing support.
- To assist with communication programmes.
- Liaise with parents/ carers and ensure open lines of communication are evident.
- Undertake research into autism which may assist personal understanding.
- Assist with feedback from attendees.
- Update activity leader /manager of issues regarding specific attendees/pass on relevant information.
- To help set up activities at the beginning of the sessions and clear away at the end of sessions.
- To maintain professional internal and external relationships, complying with all policies and procedures in order to meet the company's values.
- And any other tasks deemed appropriate by both the company and the employee.



Person Specification

- To have an empathetic approach to individuals with ASD and related conditions, their families and carers.
- To have a positive attitude and patient work ethic.
- To have an empathetic approach to children and young people.
- To have the ability to use initiative and adapt to working with a variety of children and young people with various abilities and communication/ sensory difficulties.
- To enjoy working with children and young people, particularly with those experiencing communication differences and sensory impairments.
- You must be able to build trust, value others and communicate effectively.

Qualifications

Essential

- To have previous experience of supporting children and young people with ASD or a related condition or to have a willingness to learn and undertake training as needed.
- To have an understanding of equality, diversity, equal opportunities and anti-discriminatory practice

Desirable

- To have knowledge of medical and related disabilities.
- To have an understanding of the varying communication methods used when supporting people with Autism.
- To hold a qualification in health and social care or childcare.



- To have an understanding of risk assessments and the importance of health and safety legislation.
- To hold or be willing to take a first Aid qualification.
- To have knowledge of safeguarding procedures and child protection and issues involved.

Confidentiality & DBS

During the course of employment, staff may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality.

All post holders will have to undertake an enhanced DBS check as per our Child protection policy.