ASD ASSESSMENT & SUPPORT OFFICER

JOB DESCRIPTION

**Base:** Carers Link Lancashire, Accrington

**Hours:** 30

**Salary:** £24,496 per annum pro rata

Please note this post is initially funded until 31st March 2026

**Reporting to:** Team Manager, through the Senior Management Structure and ultimately the Directors of Carers Link Lancashire

**Working Arrangements:** Flexibility to allow out of normal hours working

**Job Purpose:** To improve the lives of carers of ASD living in East Lancashire

**JOB SUMMARY**

* To identify carers of adults and children with ASD
* To provide carers of ASD with information and support to reduce the impact of their caring role
* To provide training packages to support carers
* To raise awareness of the support available to carers of ASD
* To provide platforms for Peer Support & Respite Opportunities
* To undertake Carers Assessments in accordance with statutory guidelines
* To undertake Carers Assessment Reviews in accordance with statutory guidelines

**CORE RESPONSIBILITIES**

* To lead on ASD carer support & services across the charity
* To provide information, training, support and guidance to carers of children, young people and adults with Autistic Spectrum Condition (ASC) both during pre and post diagnosis
* To raise awareness and understanding of ASD amongst wider professionals and workplaces through the delivery of ASD briefing sessions
* To support awareness and understanding of ASD through the delivery of a number of rolling training programmes including Cygnet, Riding the Rapids and Teen Life
* Facilitating peer support and respite opportunities through the delivery of support groups, carers cafes, targeted support and group activity sessions
* To work with the communications officer, raising awareness using digital platforms and facilitating virtual platforms for support
* Determine the carer’s eligibility under the Care Act 2014 using the National Eligibility Criteria
* When identifying that a carers needs meet the eligibility criteria, develop and deliver alongside the carer a care and support plan that is proportionate to the assessed needs
* Ensure that carers who are ‘not eligible’ in accordance with the Care and Support (Eligibility Criteria) Regulations 2014 are provided with advice, information, signposting and outgoing referrals to meet current needs and prevent/delay future needs
* To undertake, review and reassess Carers Assessments in line with the Care Act 2014, statutory and organisational guidelines. This includes review of caring role, personal budget, respite provision and the use of community based services to meet carer needs
* Undertake a ‘light touch’ review with all carers assessed within 12 weeks of the Carers Assessment to confirm whether the support plan is delivering the expected outcomes for the carer alongside gathering qualitative feedback on service and support
* To take a whole family approach when undertaking the Carers Assessment, review or reassessment considering whether other carers, including young carers are involved in care giving and ensure they are offered information and referred on for support where consent is given

**KEY RESPONSIBILITIES**

* To achieve personal and organisational targets
* To deliver training packages
* Actively encourage carers of ASD to engage and participate in our services
* Raise awareness of the needs and issues of ASD carers amongst our partners, other agencies, professionals and the public
* Develop and work collaboratively with voluntary, statutory and private sector organisations
* Identify and report on gaps in the support and service provision for carers of ASD and those they care for
* To fully participate in staff meetings, any sub-groups and mandatory training as and when required
* Contribute to the development of carers services and Carers Link Lancashire
* To undertake any other duties which may from time to time be required and which are consistent with the duties and responsibilities of the post and support the overall ethos, principles & practices of the organisation.

REVIEW & SUPPORT OFFICER

PERSON SPECIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Category | Essential/ Desirable | App Form | Interview |
| Experience | | | | |
| 1 | Experience of maintaining confidentiality at all times | E | ✓ | ✓ |
| 2 | Experience of working with carers of ASD | E | ✓ |  |
| 3 | Some knowledge of social care issues and recent legislation relating to carers | D | ✓ | ✓ |
| 4 | Experience of working within the voluntary sector in a paid or unpaid capacity | D | ✓ |  |
| 5 | Experience of achieving personal and organisational targets | E | ✓ | ✓ |
| 6 | Experience of delivering training courses to professionals or the general public. | D | ✓ | ✓ |
| Abilities, Skills & Knowledge | | | | |
| 6 | Knowledge and understanding of the issues that ASD carers face | D | ✓ | ✓ |
| 7 | Ability to engage with carers and understand their needs and requirements | E | ✓ | ✓ |
| 8 | Understanding of issues around equality of opportunity and access to services | E | ✓ | ✓ |
| 9 | Ability to record information accurately and in a timely manner | E | ✓ | ✓ |
| 10 | Experience of managing own workload and solving problems to ensure a high standard of service | E | ✓ | ✓ |
| 11 | Competent in the use of IT software including Word along with use of database inputting and monitoring | E | ✓ |  |
| 12 | Strong verbal communication skills with the ability to effectively listen whilst displaying empathy, tact and discretion in discussing sensitive issues and discussing solutions | E | ✓ | ✓ |
| 13 | Knowledge of the voluntary sector and the current climate in which it operates | D | ✓ |  |
| 14 | Ability to build effective working relationships with colleagues at all levels | E | ✓ | ✓ |

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| --- | --- | --- | --- | --- |
| No | Category | Essential/ Desirable | App Form | Interview |
| Personal Qualities | | | | |
| 15 | Ability to work flexibly, on own initiative and as part of a team | E | ✓ | ✓ |
| 16 | An overall good general education | D | ✓ |  |
| 17 | Have enthusiasm and commitment to the charity, its aims, objectives and beneficiaries | E | **✓** | **✓** |

*Some evening and weekend work for which time off in lieu is given*

*Holiday entitlement is 25 working days (pro rata) plus statutory days per annum*

*The post is subject to an enhanced DBS Disclosure check*