

## **Community Advisor – Dundee**

### **Test for Change Project**

#### **About Scottish Autism**

Scottish Autism seeks to promote and provide care, education, support and opportunities for autistic people of all ages throughout Scotland. We work tirelessly to create a world where autistic people are understood and enabled to lead meaningful, fulfilling and happy lives as valued members of the community.

A key expectation of everyone who works for Scottish Autism is that they live and breathe our values; Collaboration, Change Makers, Compassion and Contribution. Our values come into play throughout everything we do at work – how we work together and how we deliver services to the people we support and to the people we work alongside.

#### **The Post**

Reporting to the Community Advice Services Manager, this post is part of a test for change project, to develop service delivery on information, advice and support service for Adults who identify as autistic pre diagnosis within Dundee. The project will be evaluated with a possible view to continuation beyond the initial year of the project.

#### **Main Purpose of the Post:**

- To develop and deliver advice, information and support on a range of issues to individuals who identify as autistic.
- To support parents by providing information and advice to help them support and understand their child.
- To promote awareness and understanding of the needs of autistic individuals across the spectrum among professionals and the wider community.
- To identify gaps in access to information and support, particularly pre diagnosis and to formulate responses to meet needs.
- To engage with individuals and groups to enable access to mainstream and other services.

#### **General Responsibilities:**

- To maintain accurate and confidential records relating to supported individuals
- To provide detailed reports and statistics regarding the activity of the service for internal and external audiences as and when required.
- To support the development and collation of a range of information resources.
- To identify activities and opportunities that would enhance the well being of individuals accessing the information, advice and support service and to collaborate with internal and external partners to identify appropriate actions.
- To follow all direction and guidelines pertaining to financial and budgetary procedures.

- To monitor and ensure that all duties reflect best practice and are carried out in accordance with the requirements of organisational policy and legislative requirements.

**Specific Responsibilities:**

- To ensure that the service delivers agreed outcomes for the target area as agreed in the Service Level Agreement.
- To ensure the development and delivery of programmes for autistic individuals, their families and professionals.
- To identify and maintain relevant resources and materials that are accessible and available
- To identify gaps in any information resources and formulate actions to ensure needs are met.
- To provide accurate and current information and guidance to individuals on a range of issues such as benefits, housing, health and well being.

**Training and Development:**

- To undertake Core Training as identified in the Induction process.
- To actively identify a personalised learning pathway and engage with and contribute to the 1:1 and review process.

**This post is subject to a PVG Disclosure check**