

SCOTTISH AUTISM

Embracing difference,
leading change

Community Advisor Dundee Connections

**Location: Dundee, including local community outreach work
(with elements of evening and weekend work)**

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 Role:

Reporting to the Senior Community Advisor, for Dundee Connections, as part of a test of change project, this role will support the delivery of an information, advice, and support hub for autistic adults who identify as autistic, at any point of their journey. Providing 1:1 information and advice via phone, email or in person, peer support groups, as well as signposting and support to access other services and activities within the local area.

Main Purpose of the Role

- To work alongside the Senior Community Advisor to deliver Scottish Autism's Community Advice strategic objectives.
- To provide information, advice, support and guidance to autistic adults, their families and interested professionals.
- To offer support to autistic adults wherever they may be on their journey – self-identify, pre and post diagnosis.
- To deliver and facilitate a range of opportunities to autistic adults and their families.
- To promote awareness and understanding of the needs of autistic adults among professionals and the wider Dundee/Tayside community.
- To engage with individuals and groups to enable access to other local services and activities.
- To support the development and collation of a range of resources that are accessible and available to those in Dundee/Tayside.
- To collaboratively identify areas of development to ensure autistic adult needs are met.

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