

SCOTTISH AUTISM

Embracing difference,
leading change

Community Advisor – Flourish, A Whole Family Approach Fife One Stop Shop, Kirkcaldy

About Scottish Autism

Scottish Autism seeks to promote and provide care, education, support and opportunities for people with autism 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 Service

The One Stop Shop is a Fife-wide service, involving elements of community outreach and based within Kirkcaldy. We provide autistic individuals, their families and professionals, information, advice, support and guidance, wherever someone may be on their journey and exploration of autism.

The service is managed by Scottish Autism and funded by Fife's Health and Social Care Partnership. This particular role is funded through the

local Our Minds Matter Framework. This framework aims to support children and young people's emotional wellbeing in Fife.

The Post

Reporting to the One Stop Shop Senior Community Advisor you will contribute to the delivery and expansion of the Flourish Programme. Predominantly focusing on providing a whole family approach to support.

Main Purpose of the Post:

- Provide information, advice, support and guidance to autistic children and young people, families and interested professionals.
- Offer support to autistic children and young people, and their parents and carers through the One Stop Shop's Flourish Programme.
- Deliver and facilitate a range of opportunities and activities to autistic children and young people and their parents and carers.
- Maintain relevant resources that are accessible and available to those who access the Flourish Programme.
- Promote awareness and understanding of the needs of autistic children and young people and their families within the Fife Community.
- Collaboratively identify areas of development to ensure autistic children and young people and their family's 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 Flourish Programme and to collaborate with internal and external partners to identify appropriate actions.

Specific Responsibilities:

- To ensure that the One Stop Shop delivers agreed outcomes for the target area as agreed in the funding for Flourish.
- To ensure the development and delivery of programmes for autistic children and young people, their families and professionals.
- To identify and maintain relevant resources and materials that are accessible and available to supported individuals.
- 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 education, sleep, stress reduction, 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.

Finance:

- To follow all direction and guidelines pertaining to financial and budgetary procedures.

Quality:

- 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.

This post is subject to a PVG Disclosure check.