



## Trainee Service Coordinator

Specialist Autism Services are looking for committed and enthusiastic Trainee Service Coordinators to work at our Shipley, and soon to open, Leeds branches of Autism First.

Autism First is a unique service specifically for adults with autism who have additional needs. We provide person-centred support through an autism-specific learning plan that addresses social, physical, sensory and behavioural needs, thereby promoting personal development. We use a range of autism-specific approaches tailored to meet an individual's needs and abilities. When used, these approaches can alleviate frustration and reduce anxieties, facilitating learning.

As a Trainee Service Coordinator your role will be to support the Service Coordinators and Service Manager with the day to day running of the Autism First service. You will oversee the delivery and development of our Autism First provision delivered at our Autism First sites, taking responsibility for daily operations including staff supervision, identifying, meeting and monitoring quality standards of service delivery.

You will work together with our Service Manager and Service Coordinators to implement the effective delivery and development of Specialist Autism Services' Learning Programme at Autism First.

Your role will involve participating as part of a multi-disciplinary team in the referral, assessment, admission and ongoing review of needs of the members to ensure that link worker, care management and reviewing processes are adhered to through clearly defined aims, objectives and time scales for service delivery.

### Essential Skills and Experience:

- Experience of working or supporting the needs of learners with communication and interaction difficulties.
- Experience of working or supporting the needs of learners with Learning Disabilities.
- Experience of sourcing, developing and managing a varied range of resources to support learners' needs
- Knowledge and understanding of Autism Spectrum Conditions
- Experience of leading or managing a team
- Experience of working within a PBS model/with individuals who may display behaviour that can challenge.
- Experience of transitioning individuals into service

### To Make an Application:

- CVs will not be accepted
- Please email your completed application form in word format (as an attachment) to [neil.barker@specialistautismservices.org](mailto:neil.barker@specialistautismservices.org)
- Applications sent in any other format or via any other route/email address will not be accepted • We will contact candidates for interview by email
- Please note it is not possible for us to give feedback to non- shortlisted applicants

Specialist Autism Services is committed to safeguarding and promoting the welfare of Vulnerable Adults and all successful applicants will be asked to apply (through Specialist Autism Services) for an enhanced Disclosure and Barring Service (DBS) check and a right to work in the UK check. Specialist Autism Services is a disability confident and an Equal Opportunities employer. Please note, we do not work with recruitment agencies.

*Working for and with adults with Autism across Yorkshire*



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