**ASD Family Support Service Co-ordinator**

**Job purpose:** The Family Support Service (FSS) provides support, advice and guidance to children, young people, parents and professionals who have, or are involved with, people who have autistic spectrum disorders (ASD).

**Salary:** £25,000 (pro rata)

**Hours:** 16 hours per week (flexible days)

**Annual leave entitlement:** 22 days, plus bank and public holidays (pro rata)

**Start date:** As soon as possible

**Reporting to:** Team Lead, Disability and Inclusion Projects

This post is initially being offered on a fixed term basis until March 2023. There may be opportunity to extend the contract subject to continuation of external funding.

The Family Support Service Coordinator role provides support for children, young people and parents who have, or are involved with, people who have ASD and live in Monmouthshire (support is offered both pre- and post-diagnosis). The service also works in partnership with professionals who support these individuals and families. The role will sit within the Disability and Inclusion projects of the Bridges Charity which includes Quest Busters, Building Bridges and Monmouthshire People First.

**Main duties:**

1. To receive and respond to referrals
2. To carry out an assessment of support needs
3. To provide or signpost to support programmes
4. To work with school and family services to develop and implement strategies
5. To organise ad hoc, place-based drop-in sessions for parents
Skills required:
- Previous experience working with individuals with ASD and additional needs is essential
- The ability to work flexibly
- The ability to work independently
- A mature outlook and confidence
- Be calm in all situations
- Excellent organisational and communication skills
- Maintain confidentiality at all times

Personal / working requirements:
- Ability to work under own initiative
- Honest and trustworthy
- Cheerful, caring and positive
- Motivated and encouraging
- Reliable and dependable
- Outgoing and confident
- Ability to work well under pressure
- Works well within a team

Other requirements:
- Willing to undertake training relevant to the position.
- A full, clean driving licence is essential due to the rural nature of Monmouthshire
- An enhanced DBS will be completed prior to starting

Application process:

Please complete the Application form for all roles on the opportunities section of our website and send it to Amy McDougall, by email to Amy.McDougall@bridgescentre.org.uk or by post to Drybridge House, Monmouth, NP25 5AS.

If you would like to have an informal conversation about the role or further information, please email as above before the application deadline.

Application deadline: 8th October 2021
Interview date: 14th October 2021
Start date: ASAP

Please note it is not our policy to provide feedback to candidates who have not been shortlisted for interview.