

AsIAm: Autism Support One Stop Shop Community Advisor **(<https://www.activelink.ie/node/113982>)**



Autism Support One Stop Shop Community Advisor

The Organisation:

AsIAm is Ireland's Autism Charity. AsIAm is a fast paced, growing organisation with a vision to create a society where every autistic person is accepted "as they are" – equal, valued and respected. The organisation's purpose is to advocate for an inclusive society for autistic people that is accessible, accepted and affirming. AsIAm works to support the Autistic community and our families to fully engage in Irish life and build the capacity of society to facilitate true inclusion.

AsIAm is now excited to announce the next step in that support to the Autistic community is the implementation of Regional One Stop Shops, the first of which will be based in Galway and South Dublin.

Our Values

A key expectation of everyone who works for AsIAm is that they demonstrate our values; Perseverance, Same Chance and Service. 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, this role will be part of the team responsible for the day-to-day operation of the One Stop Shop based in Dublin. You will contribute to ensuring the delivery of a range of information, advice and post diagnostic support services for Autistic adults and children, their families, carers and interested professionals. We particularly welcome applications from neurodivergent individuals.

This role provides an ideal opportunity for someone who is comfortable and skilled in interacting with vulnerable children, adults and families, is focused on resolving problems with an objective stance, is highly organised and can prioritise daily tasks according to urgency.

The successful candidate will have to adjust and adapt communication to the needs of the community member they are interacting with.

Main Purpose of the Post:

- To develop and deliver advice, information and support on a range of issues impacting Autistic individuals throughout the lifespan
- To support adults following their diagnosis by providing information and advice to navigate systems and supports.
- To support parents following their child's diagnosis by providing information and advice to help them support and understand their child.
- To promote acceptance and understanding of the needs of Autistic individuals across the spectrum among professionals and the wide community.
- To identify gaps in accessing information and support, particularly post 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 people accessing the services of the One Stop Shop.
- 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 develop and implement activities, groups and opportunities that would enhance the wellbeing of individuals accessing the One Stop Shop.
- To ensure the One Stop Shop is meeting the needs of the Autistic community in the region.
- 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 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 One Stop Shop users.
- 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 wellbeing.

Training and Development:

- To undertake Core Training as identified in the Induction process.
- To actively identify personalised learning objectives 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.
- Wider AsIAM Team
- To participate in the overall team to ensure collaborative teamwork and support other team members as required
- To attend events on behalf of the organisation

Requirements

Essential:

- Minimum of two years' experience working in an Autism support service (e.g., HSE, charity sector, school etc.)
- Academic qualification in social care, social work, nursing, education, health or clinical sciences

Desirable:

- Experience providing support to both Autistic children and Autistic adults

Contract Duration: This is a permanent role subject to HSE funding.

Salary: Salary will align with Grade IV as set out in the HSE Consolidated Pay Grades.

Working Hours: The role is five days One Stop Shop based across Monday to Saturday, 9:00 am to 5:00 pm. The role holder is required to have a degree of flexibility regarding working hours with the expectation of some evening and weekend work.

Location: The role will be based in Dublin.

Your next step...

Interested applicants should submit a CV and cover letter to Vikki May, HR Manager, [atcareers@asiam.ie](mailto:careers@asiam.ie) (<mailto:careers@asiam.ie>).

The closing date for receipt of applications is Friday, 21 March 2025.

This competition will be conducted in line with the HSE recruitment guidelines. Please note that canvassing will lead to disqualification.

Note: All candidates must be willing to undergo Garda Vetting should they be successful.

AsIAM actively support inclusion in the workplace and will endeavour to provide reasonable accommodations as requested by candidates throughout the interview process for this position. AsIAM particularly welcomes applications from Autistic individuals

AsIAM is an equal opportunities employer who reserves the right to practice positive discrimination as set out by the Employment Equity Act, 1998.

Region

Dublin

Date Entered/Updated

21st Feb, 2025

Expiry Date

21st Mar, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/113982-asiam-autism-support-one-stop-shop-community-advisor>