



## Job Description

### **Job Title** | Community Support Coordinator (CSC) – *Flexi-time*

#### **Job Purpose** |

To provide social support for adults with autism, LD and mental health problems and to facilitate in the participation of person-centred activities/opportunities out in the community.

#### **Contract Details** |

Flexi-time hours of between **10hrs to 29hrs per week** to be discussed and agreed upon prior to being offered the position. Minimum of one Saturday per month.

#### **Salary** |

**£12.10 per hour.** Pro rata annual leave, plus mileage expenses and activity and food expenses. Opportunity for salaried positions in future.

#### **The Role** |

aebal provide outreach support for adults with autism, learning disabilities and/or mental health conditions to access their community. The support is delivered in short, person-centred sessions in the day time, evenings and on Saturdays. Clients are met at home or out in the community to commence support so applicants must be willing to drive to a variety of locations and be familiar with the Nottinghamshire area.

The sessions are structured around detailed support documents which clearly define the person's interests and aspirations and their individual support needs. We take an extremely proactive approach to every session; from researching and sourcing activities to providing the support needed to participate.

Our sessions include:

- sports and fitness
- outdoors and nature
- social outlets
- independent living skills
- work opportunities
- art projects and collaborations
- confidence building through fun and positivity!



The role of Community Support Coordinator is a fantastic opportunity for someone who is positive and open-minded in their approach to life and is passionate about helping people improve their mental health.

You have the opportunity to work with our wonderful clients either on a one-to-one basis or in small friendship groups. The support involves a combination of lone working and working alongside other CSCs.

You will need to be professional and dedicated whilst being creative and adaptable in your support approach.

### **Job Requirements |**

- To work alongside and understand the individual needs of the person you are supporting.
- To promote choice and independence whilst keeping individuals safe out in the community.
- To inspire and motivate each individual to meet the outcomes identified in their aebal Leisure Support Document.
- To proactively research and source person-centred activities out in the community.
- To manage session times in accordance with the individual's aebal Leisure Session Timetable.
- To communicate, when appropriate, with clients and their families in the organisation of session activities
- To understand our ethos and the need to provide sessions in the evening and at weekends.
- To maintain written records of support and communicate accordingly with colleagues, clients and their family where necessary.
- To professionally represent the service out in the community.
- To receive supervision and guidance from more senior staff members.
- To be familiar with the Nottinghamshire area and able to travel to a variety of locations independently.
- To be committed to and work within the aebal Leisure policies and procedures, including its Confidentiality, Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies.

### **Personal Requirements |**

- **To have a driving license and access to a vehicle.**
- To be self-reliant and confident enough to initiate, organise and manage sessions.
- To be adaptable to change and able to improvise accordingly.
- To be comfortable and competent lone working on one-to-one sessions.
- To be patient, intuitive and calm under pressure.
- To have a good sense of humour!
- Have a passion for helping others and putting their needs first.



- Ideally to have some previous experience in the care sector.
- To be flexible and comfortable working non-typical hours.
- To be understanding, patient, persistent and resourceful.
- To lead a healthy and active lifestyle with a positive outlook on life.
- Competent verbal and written communication skills.
- To be computer literate and competent at typing and emailing.

