

Integrated Autism Service



Gwasanaeth Cyfun Awtistiaeth

Volunteer Role Description

IAS Volunteer: Groups and Forums

Post:	IAS Volunteer: Groups and Forums
Location:	Avon House Penarth, Cardiff Central Library and YMCA Hub Barry
Reports to:	Team Manager and Clinical Lead
Accountable to:	Team Manager and Clinical Lead

Aim of Group sessions:

The aim of the group sessions at the Integrated Autism Service are to provide a safe, autism-friendly environment for adults with a diagnosis of autism to meet others with autism and learn about a certain topic. The sessions are aimed to increase knowledge of autism and any difficulties people with autism experience and to provide an opportunity to share these experiences with others, whilst learning new skills, this will include both group and virtual sessions in line with current guidance.

Aim of Forums:

The aim of the forums are to give adults with autism the opportunity to meet and discuss issues that are important to them, share experiences both positive and negative, and hear about new services or local projects to get involved with. This will include both group and virtual sessions in line with current guidance.

Outline of Role:

The aim of the role is to support the IAS staff in the organisation, set up and delivery of the group sessions and to support the facilitation of the forums.

Main Tasks:

- Volunteers will support IAS staff when organising sessions, help preparing the room, support the sessions and tidy away and store equipment after sessions have ended
- Volunteers may be asked to support IAS staff in contacting local services and organisations in relation to session planning
- To assist staff with group sessions
- To engage/support clients during the sessions
- To assist with providing hot or cold drinks as and when requested by staff members for the group
- To adhere to the values of Cardiff and Vale University Health Board and the ethos of the IAS
- To offer feedback from the sessions with other group facilitators

Location:

For groups run at the Integrated Autism Service, volunteers will be based at Avon House, Penarth. Volunteers for the forums will be based at Cardiff Central Library and/or YMCA Hub Barry. During the current pandemic sessions will be undertaken remotely.

Volunteering with:

Volunteers will be supported and managed by the Team Manager for the IAS and the IAS Clinical Lead and will be supported by other members of the team, as appropriate.

Training and Support:

Volunteers will need to undertake an induction programme on commencement of their volunteering. Volunteer training needs will be identified through the supervision process and met through the Cardiff and Vale UHB volunteer induction process.

Time Commitment:

The time commitment will vary according to the needs of the service and availability and wishes of the volunteer.

Expenses:

Volunteers will be reimbursed for out of pocket travelling costs related to work with the IAS. These will be discussed and agreed in advance of a journey being undertaken.

Personal Requirements:

- To be confident presenting or speaking to a group of people
- To be able to communicate with adults with a disability, staff and carers if applicable
- To have knowledge or experience of adults with a diagnosis of autism or be willing to learn about autism and supporting people with autism
- To be enthusiastic and reliable
- To be presentable and smart, always wearing their identification badge provided
- To recognise when to refer issues and questions to staff employed by the UHB
- To be able to take on board feedback and adapt accordingly to meet the needs of the role

Benefits to the Volunteer:

- Experience of team working and working with people with a diagnosis of autism and their carers
- Satisfaction of assisting others and providing an invaluable service to the Health Board and community
- An opportunity to develop personal skills and experience
- Gain experience of group facilitation and planning

Important Notes:

- This role involves liaison with service user's, staff, and the general public and it is essential to adopt a courteous and professional manner at all times.
- Strict maintenance of confidentiality is essential in this role and is explained in the Cardiff and Vale UHB Confidentiality form signed by all volunteers
- The Volunteer will be required to attend mandatory training days and staff support meetings as arranged
- The Volunteer will be reliable in terms of availability offered and should try to give reasonable notice of non-availability

- The Volunteer must wear their identification badge at all times whilst on duty
- The Volunteer should not handle any monies or accept gifts. If gifts are offered, please inform the Team Manager or another member of the IAS team in their absence.
- The Volunteer must maintain a high standard of personal hygiene and awareness of strict infection control procedures
- The Volunteer will not undertake any duties that include physical care e.g., lifting service users/pushing wheelchairs
- The Volunteer will not undertake any duties that have not been previously agreed.

Personal Requirements:

CRITERIA	ESSENTIAL	DESIRABLE
Understanding of the importance of confidentiality and Health Board procedures	YES	
To have knowledge and experience of adults with a diagnosis of autism or be willing to learn about autism and supporting people with autism.		YES
Good communication skills	YES	
Good organisational skills		YES
Ability to work as a team	YES	
Reliable and Punctual	YES	
Experience of presenting to a group		YES
The ability to volunteer for a minimum of 3 hours per group session and to commit to set of sessions where required	YES	