**Job Description**

1. Job Title Assistant Psychologist

2. Responsible to CEO, ADHD Foundation

3. Hours 35 hours per week

Salary £21,000 to £29,000 (depending on experience)

4. Location 3rd Floor, 54 St James Street, Liverpool L1 0AB and at and at any reasonable future location of the ADHD Foundation or, as reasonably directed by the ADHD Foundation which includes other sites/agencies/schools as is necessary to perform duties.

5. Job Purpose

Participate in supporting ND clinic utilising a range of diagnostic screening metrics of neurodevelopmental disorders.

Support Director of Therapeutic Services in other roles

6. **Tasks and Responsibilities**

* Assisting with research and diagnostic screening of individuals to enable their participation in services for young people with ADHD through the provision of multi modal training, learning and therapeutic activities.
* Work to promote the values, ethos of the ADHD Foundation.
* Collaborate with all professionals involved in the well being, health, education, training and development of young people using the service and develop strategic partnerships with other agencies involved in research and specifically the metrics used : Brain gaze Eye Convergence Tests QB Tests and Connors Scale Questionnaires.
* Ensuring the health and safety of young people and any activities taking place at any location where work is being undertaken.

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* Ensure effective professional relationships with colleagues to promote the participation agenda including the provision of training for ALL staff and effective information sharing utilising all available mediums.
* Support Director of Therapeutic Services in work with schools and other areas .
* Supporting the wider educational and life chance objectives of the ADHD Foundation and its health and education partners.
* Monitoring individual young person’s needs and information sharing with appropriate professionals.
* Collaborate closely with agencies providing services for ADHD Foundation patients and when necessary facilitate training for them so they can more accurately understand and meet the needs of young people with ADHD.
* Contribute to and adhere to, stakeholder’s policies and procedures.
* Supporting the establishment and maintenance of positive relations with parents / carers, schools and support agencies,
* Attend research management meetings and ensure information sharing with all stakeholders

**Quality Assurance**

The Foundation works to the following quality standards

* NICE Guidelines
* BACP

**General Responsibilities**

1. To ensure service user confidentiality whilst maintaining accurate client notes, files and records and make the information readily available for review. To comply with the ADHD Foundation’s information governance and supporting policies including record management, information sharing and confidentiality.
2. To develop the knowledge and ability to work within the statutory framework relevant to the client group
3. To implement and adhere to the ADHD Foundation’s policies and procedures to provide the highest standards of service delivery and development, meeting statutory requirements and best practice.
4. To implement and adhere to policy and practice in relation to health and safety in all aspects of the post holder’s work. To adhere to the post holder’s own responsibilities to health and safety within the workplace to colleagues, service users and the general public and also whilst working from other sites.
5. To work within established definitions of acceptable and unacceptable risks. To carry out risk assessments and participate in risk management in accordance with the Foundation’s policies.

7. To incorporate Equal Opportunities policy and anti-discriminatory practice in all areas of work.

8. Promote and work within the values of the ADHD Foundation, effectively contributing to its objectives.

9. To contribute to income generation, in line with the strategic and operational objectives of the ADHD Foundation, as appropriate.

**Personnel and Professional Development**

1. To participate in regular professional supervision, annual performance review and attendance at team meetings.
2. To be responsible for own personal and professional development to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the CEO, ADHD Foundation to ensure that an effective service is provided.
3. To maintain knowledge and keep abreast of change in policy, practice and relevant legislation and inform the CEO, ADHD Foundation of these changes.
4. To be able to work some additional hours, as required, to cover staff holiday/sickness and operational need and some evening hours and Saturday working. The ADHD Foundation operates a flexi time system so that additional hours can be worked during term times / busy periods and time in lieu taken back during school holidays
5. To undertake any other reasonable duties as directed by the CEO, ADHD Foundation that may reasonably fall within the scope of the post.
6. To undertake training to ensure job requirements are met.

Working copy Dated: 1st May 2021

Person Specification

Criteria required by appointee to ensure job effectiveness E Essential

D Desirable

**Education and formal qualifications**

Educated to degree level E

Youth Work Qualification D

The post holder will be expected to successfully complete the E

Liverpool ADHD Foundation accredited training L2 Co-facilitation

within agreed timescales

Evidence of a constant pattern of learning which can be gained E

from relevant experience and/or training and/or education

Basic Skills in Literacy, Numeracy and IT to Level 2 and/or ECDL E

**Experience and Knowledge**

A portfolio of evidence demonstrating knowledge and E

understanding of ADHD and how it impacts on family life and

society

Experience of assessing and monitoring service user’s needs E

and skills

Experience of working with diverse learning styles E

Experience of operating within the voluntary sector social care or D

learning fields

Experience of working as part of a team and within a multi-agency E

approach

A good understanding of Social and Emotional Aspects of LearningE

Knowledge of Common Assessment Framework for Children D

and Young People (CAF)

Knowledge of statutory framework for Safeguarding Children E

and Young People

Knowledge and experience of the issues around inclusion and E participation of parents, children and young people

relating to the Participation Agenda

Knowledge of resources available to young people in the local D

community

Experience of designing and promoting an engagement strategy E

for young people.

Experience of working with young people in a school and non E

school context

Knowledge and experience of how the Local Children’s Plan and E

other local strategies impact upon and contribute to service provision

Knowledge and understanding of the links between well being and E achievement.

Experience of working with parents and carers. D

Experience of residential youth work D

**Skills and Attributes**

Ability to uphold and implement the Foundation’s mission, values E

and core policies, including Equal Opportunities

Ability to work creatively and collaboratively with children, young E

people, adults and parents to learn new skills and build self esteem

Understand principles of support planning, monitoring and review E

Ability to implement safe practice in accordance with risk E

assessment processes

Ability to work independently without constant supervision E

Ability to communicate clearly and effectively in a variety of E

professional settings – verbal and written including production of

management reports

Ability to manage difficult situations and to use initiative E

Ability to demonstrate good emotional stability under pressure E

Ability to maintain confidentiality and professional boundaries E

In the workplace

Ability to identify and procure funding and compiling funding D

applications

Ability to adapt to change and undertake self-development and E

Training

Ability to work flexible hours E

Ability to be able to use computerized systems including Microsoft E

Word, Powerpoint, and email

Ability to use Whiteboard competently D

Passion for the empowerment of young people and acute E

understanding of youth culture

Skilled information gathering and research / analysis of data / ICT E

A car user / owner and clean driving license. D

Dated: 1st March 2023