**Job Description**

**1. Job Title**

**Specialist ND Therapeutic Practitioner – Education Settings**

**2.** **Responsible to** Director of Therapeutic Services

**3.** **Salary** £26,000 - £28,000 (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/settings as is necessary to perform duties across the North West.

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**5.** **Job Purpose**

* To provide specialist counselling and / or psycho-educational interventions for children and young people living with ADHD and co-morbid mental distress in educational settings.
* To support the ADHD Foundation Aims and Objectives of developing holistic support through the provision of therapeutic interventions for the individual child and family for the emotional and psychological wellbeing of children living with neurodiversity.
* To enhance the development and delivery the ADHD Foundation’s therapeutic services. The individual will provide specialist counselling and / or pyscho-educational interventions for children living with ADHD, ASD and related learning difficulties and co-occurring conditions.

**6.** **Tasks and Responsibilities**

* To assess the emotional well being needs of the children to develop appropriate therapeutic interventions and strategies that ameliorate distress.
* To assess, monitor and review all children and young people who access the service, using appropriate routine outcome measures (e.g. Goal based Outcomes; Current View; RCADS).
* To establish a therapeutic contract that takes account of service guidelines on the length of service offered; ensuring regular case reviews are conducted, recorded, monitored and evaluated in line with the BACP ‘Ethical Framework for Good Practice’, NICE guidance, ADHD Foundation policies and procedures.
* To adopt a nurturing, systemic approach to all interventions offered and delivered providing the highest possible standard of service; constantly striving to reach vulnerable and hard to reach groups.
* To ensure 6 weekly reviews of therapeutic work are evaluated and final evaluations take place of all therapeutic work and that these are recorded as evidence in line with best practice. To evidence therapeutic interventions to NICE guidance on ADHD/Neurodevelopmental conditions..
* To prepare and collate appropriate information (including statistical information and reports) for the purpose of monitoring and evaluation, auditing quality assurance and service development including preparation of case scenarios, statistical analyses, monthly, quarterly, annual and ad hoc reports for a range of stakeholders.
* To build and maintain good communication and positive working relationships with children, young people, parents/carers and all stakeholders including external specialists, schools and agencies for the benefit of service users, providing feedback on outcomes where appropriate.
* To undertake peripatetic outreach work promoting the work of the project and support the development of referral pathways and interventions which are accessible to and understood by all staff, children and their parents and carers and partner agencies.
* To ensure that the services compliments and integrates with whole school approaches and holistic parenting strategies.
* To work towards BACP Service Accreditation.
* To disseminate and share the learning from the service through presentations and published reports
* To attend appropriate strategic and operational meetings as delegated

## 7. Quality Assurance

* The Foundation works to the following quality standards and all staff contribute to the overall Quality Assurance Framework

* NICE
* BACP

**8. Personnel and Professional Development**

* To participate in regular professional supervision (including managerial and clinical supervision), annual performance reviews, and attendance at team meetings and strategic planning days.
* 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 to manage to ensure that an effective service is provided.
* To maintain knowledge and keep abreast of change in policy, practice and relevant legislation informing the CEO of these changes.

## 9. General Responsibilities

* To implement and adhere to the ADHD Foundation’s policies, procedures and Quality Systems to provide the highest standards of service delivery and development, meeting statutory requirements and best practice.
* To comply with GDPR & the ADHD Foundation’s information governance and supporting policies including record management, information sharing and confidentiality.

* To carry out risk assessments and participate in risk management in accordance with the ADHD Foundation’s policies.

* To incorporate Equal Opportunities Policy and anti discriminatory practice in all areas of work.

* To work in accordance with national child protection legislation and ADHD Foundation’s Safeguarding Policies - Child Protection and Vulnerable Adult Policies ensuring that they are strictly adhered to.
* To contribute to income generation in line with the strategic and operational objectives of the ADHD Foundation, as appropriate
* To be able to work flexibly including evenings and weekends, as rarely required.
* To undertake any other reasonable duties as directed by the CEO that may reasonably fall within the scope of the post.

This job description is not intended to be prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility at the time of writing.

The job holder is expected to be flexible in the performance of their duties and to undertake any other duties identified as appropriate to the post.

All job descriptions are subject to change from time to time and this job description will be reviewed regularly. been identified and agreed with the Director of Therapeutic Services / CEO to manage to ensure that an effective service is provided.

Dated: 25/01/2023

To be Reviewed: 25/01/2025

# **Person Specification**

Criteria required by appointee to ensure job effectiveness  **E Essential**

          **D Desirable**

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| **Education and formal qualifications**  |  |
| Level 4 Diploma in Counseling, or equivalent | E |
| BACP Accreditation (or working towards) | E |
| Youth, community work, social care or other related qualification | D |
| Evidence of a constant pattern of learning which can be gained from relevant experience and/or training and/or education | E |
| Basic Skills in literacy, numeracy and IT at level 2 and/or ECDL  | E |
| Educated to Degree level  | D |
| **Experience and Knowledge**  |  |
| Post qualification counselling experience of working with children and young people  | E |
| Experience of working therapeutically with children and young people  | E |
| Knowledge of theoretical and practical approaches to providing family therapy  | E |
| Experience of working with children / young people with Neurodivergence or behavioural issues | E |
| Knowledge of common co-occurring conditions affecting children and young people, such as anxiety, depression, self-harm, PTSD, substance misuse | E |
| A portfolio of evidence of professional development in therapeutic interventions  | D |
| Experience of working as part of a team with a multi-agency approach | E |
| Knowledge of the issues around inclusion and participation of children and young people and families in the community | D |
| Knowledge of Statutory Framework for safeguarding children and young people | D |
| **Skills and Attributes**  |  |
| Professionalism | E |
| Integrity | E |
| Kindness | E |
| Flexibility | E |
| Ability to work collaboratively with colleagues, service users and customers | E |
| Ability to work independently  | E |
| Self-Motivated | E |
| Resilient | E |
| Car User | E |

ADHD Foundation Neurodiversity Charity is committed to creating a diverse and inclusive workplace.

We are proud to be an equal opportunity employer. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

ADHD Foundation does not require disclosure to make reasonable adjustments. Please let us know how we can support you to work at your best.