

## **Job Description Assistant Autism Navigator**

<b>Post:</b>	<b>Assistant Autism Navigator</b>
<b>Department:</b>	<b>Manchester Learning Disability and Autism Team: Social Communication Pathway</b>
<b>Band:</b>	<b>3</b>
<b>Location/Base:</b>	<b>Carol Kendrick Centre, Wythenshawe – with a view to moving to new premises on the outskirts of the city centre later this year</b>
<b>Responsible to:</b>	<b>Clinical Lead/ Service Manager</b>

### **Job Purpose**

The postholder will be responsible for supporting clinicians in organising groups, will help administrate these groups and will collect feedback and support families attending groups. Under the supervision of qualified staff the post holder will be responsible for gathering information to support referrals and accurately inputting this data onto electronic patient records. They will have responsibility for liaising with families for a variety of reasons. Under supervision, the post holder will work as part of a multi-disciplinary team, providing support and spending therapeutic time with an allocated group of neurodivergent children, young people and families, undertaking a wide and varied range of clinical, supportive and administrative tasks as directed by clinical staff or team leads. The post holder will assist qualified staff in the assessment and treatment planning for children, young people and their families, gathering information and summarising this for qualified staff as needed. The post holder will assist in the implementation and evaluation of interventions for children, young people and their families. The post holder will act as the champion for promoting service user involvement, ensuring the service listens to the voices of the young people and will work in partnership with other agencies to ensure children, young people and their families are offered advice and practical support.

### **Main Duties and Responsibilities**

#### **Clinical/Administrative**

- To assist in the assessment of children, young people and families accurately reporting all feedback to the case manager, lead professionals and/or team.
- To undertake clearly defined clinical tasks, such as observations, patient interviews, surveys / feedback, to appropriate level of competence and training under closely monitored supervision
- Use clinically recognised assessment tools, undertaking inputting or/and scoring of these tools as appropriate and accurately reporting findings back to the case manager, lead professional and/or team
- To assist in the delivery of care plans involving management of a young person's needs
- To undertake supportive work with carers, family members, health staff and other professionals
- To support the delivery of pre and post-diagnostic workshops and groups with appropriately qualified professional staff and waiting well workshops.

- To assist in the development of a psychologically based framework of understanding and care to the benefit of all children and young people referred to the service, across all settings where care takes place
- To communicate effectively and sensitively with service users, their families and carers, other professionals and agencies and to maintain a high degree of professionalism in line with professional codes of practice
- To monitor and respond to queries into the service from service users and other professionals with support from senior clinical staff as appropriate
- To collect data for research, audit and service evaluation purposes
- To develop and maintain database of collected data and undertake appropriate statistical analyses.
- To keep up to date and accurate records of treatment provided
- To support the team in the meaningful use of Routine Outcome Measures
- To attend and contribute to multi-disciplinary meetings
- To maintain test equipment/materials and other clerical support duties as required.
- To maintain patient records and other paperwork relating to patient care.
- To be aware of and comply with the Child and Adolescent Service Unit and Trust's operational and professional guidelines, policies and procedures.
- To ensure confidentiality on all matters relating to patients and information obtained during the course of employment, and not release such information to anyone else other than those acting in an official capacity.
- To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibility and scale of the Post.

### **Personal Development and Supervision**

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- Engage in regular line management and clinical supervision with identified supervisor in line with service policy
- Ensure the maintenance of standards of practice according to the employer and any regulating bodies and keep up to date on new recommendations/guidelines set by the relevant departments.
- Ensure that confidentiality is protected at all times.
- Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.
- The post holder will be involved in a formal appraisal review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

### **General Duties of all post holders**

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

### **Standards of Business Conduct**

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

### **Equality and Diversity and Equal Opportunities**

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

### **Infection Control**

- It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

### **Health and Safety**

- The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.
- The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

### **Safeguarding**

- Ensure that the policy and legislation relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **Security**

- The post holder has a responsibility to ensure the preservation of NHS property and resources

### **Confidentiality**

- The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **Team Briefing**

- The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **No Smoking Policy**

- The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**