

Job Title:	Neurodiversity Support Worker
Reports to (job title):	Head of Primary Care
Line Manager to:	Primary care lead

## Job purpose

The role of the Neurodiversity Support Worker is to work in partnership with Prison, Health, Probation and Third Sector organisations to assist in the identification and support of people with Neurodevelopmental Disorders, including Autism, Attention Deficit Hyperactivity Disorder, Intellectual and Developmental Disabilities. As part of the Neurodiversity Team, you will be involved in the screening and assessment of people within HMP Chelmsford to offer adapted psychosocial interventions for people whose communication, thinking style and coping strategies are impacted upon by the presence of a Neurodevelopmental Disorder.

## Base

HMP Chelmsford Prison

## This post is responsible for

The Neurodiversity Team is part of the wider Healthcare Service within HMP Chelmsford which offers support in understanding the health needs of people within prison and will work closely with partner agencies to promote safety and well-being through appropriate education and interventions. The Team will also work with services within the community to ensure people are supported on their journey once their time in prison is completed.

## Key responsibilities

- To assist in initial assessments of people within prison to identify neurodevelopmental disorders and refer to appropriate pathways dependant on the presenting vulnerability.
- Work collaboratively with services to conduct detailed assessments of appropriate referrals with a focus on neurodivergence needs.
- Develop, monitor, and review plans to meet identified needs with the supervision of Healthcare Professionals.
- Utilise a range of strategies using evidence-based interventions for people, that is time limited, with a focus on enabling greater awareness of individual's needs, reducing and managing offending behaviour.

- Promote choice during all interactions.
- Use of IT including Microsoft Word/Excel/PowerPoint and Internet.
- To be open to learning and creatively finding solutions.
- To actively promote individuals and colleagues' rights and responsibilities, and diversity in line with NHFT policies and procedures.
- To promote and develop effective working relationships with key agencies.
- To take personal responsibility to keep knowledge up to date.
- To maintain records, collect statistical data and store information in accordance with the requirements of the post, NHFT and protocols and the Data Protection Act.
- Productive working relationships with team, NHFT, and HMP Bedford.
- To prepare for and participate in regular supervision/peer support meetings with senior practitioners.
- Provide perspective to multi-disciplinary team members regarding assessment, intervention, management and safety planning.
- Contribute to support, training and skill development for individuals and groups in neurodiversity awareness.
- To promote co-production with the service user in all processes and interventions throughout the services within the pathway.

## Proposed job plan

The post of Support Worker will apply a strength based approach to work collaboratively with people in prison, and their wider support network to facilitate the following:

- Support achievement of a personally acceptable quality of life
- To help guide the process of recovery
- To enable access to community resources upon release

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#) , [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets

- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Working with patients that have a range of neurodiverse needs within a prison setting
- Knowledge of the support networks available within the prison
- Excellent written and communication skills to develop case studies for a developing role

### Desirable

- Previous experience in a neurodiversity support role
- Experience in writing case studies
- Vetting to work in a prison environment

Other requirements: Able to work as part of a team and lone working which are both essential in this role

Employee signature

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Manager signature

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