

Job Title:	Assistant Psychologist – Autism Diagnostic Service – AFC Band 5
Reports to (job title):	Clinical Psychologist
Line Manager to:	N/A

## Job purpose

We are seeking a motivated and compassionate Assistant Psychologist to join the JADES autism diagnostic service within the West Essex Child & Family Wellbeing Service. JADES provides high-quality neurodevelopmental assessments and early support for children and young people, working closely with families, schools, Paediatricians, Speech and Language Therapists, Occupational Therapists and other professionals.

This is an excellent opportunity for a psychology graduate who is enthusiastic about neurodevelopment, enjoys working directly with children and families, and is keen to develop skills in assessment, clinical practice, and service evaluation within a supportive multidisciplinary team.

You will work under the supervision of a Clinical Psychologist and other qualified clinicians, contributing to the delivery of timely, high-quality assessments and helping to develop the service as it continues to grow.

## Key responsibilities

*This list summarises the key responsibilities and is not intended to cover every task that may be required of the role:*

### **Clinical and Assessment Support:**

- Contribute to the assessment of children and young people on the JADES pathway, under the close supervision of qualified clinicians.
- Support the drafting of clinical reports and summaries, ensuring information is recorded clearly and accurately.
- Work closely with children, young people and their families who are waiting for assessment, offering guidance, information and reassurance.
- Liaise with parents, schools and other professionals to maintain clear and timely communication throughout the assessment process.
- Support families following diagnostic assessments, helping collate signposting information and ensuring parents understand the next steps.
- Take part in observations in early years settings or schools

### **Professional Practice:**

- Work within professional, ethical and safeguarding guidelines at all times.

- Participate in regular clinical supervision, reflective practice and appropriate CPD opportunities.
- Maintain clear, timely and sensitive clinical documentation in accordance with service policies and information governance standards.
- Demonstrate sensitivity, flexibility and an affirming approach when supporting neurodivergent children and young people.

### **Service Development and Team Working:**

- Work collaboratively as part of a multidisciplinary team that includes Clinical Psychologists, Paediatricians, Speech and Language Therapists, Occupational Therapists and administrative colleagues.
- Contribute to audits, data collection, outcome monitoring and service evaluation, supporting continuous development of the JADES pathway.
- Assist with administrative tasks linked to assessments, referrals and waiting list processes to support the smooth running of the service.
- Engage in training, shadowing and development opportunities to build knowledge and skills in neurodevelopmental assessment and family-centred practice

## 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

### Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### 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.

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- Manager signature

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## Personal Specification

### Essential

- Honours degree in Psychology (minimum 2:1), conferring eligibility for Graduate Basis for Registration (GBR) with the British Psychological Society.
- Experience of working with children, young people or families, or supporting autistic / neurodivergent individuals of any age.
- Good organisational and time-management skills.
- Strong written and verbal communication skills, with the ability to engage sensitively with families and professionals.
- Ability to gather, interpret and summarise information accurately.
- Ability to work effectively as part of a multidisciplinary team, using supervision appropriately.
- Awareness of issues relating to equality, diversity and inclusion, particularly in relation to neurodiversity.
- Basic IT proficiency, including use of Microsoft Office and electronic record systems.
- Commitment to ongoing professional development and a clear interest in neurodevelopmental assessment.

### Desirable

- Experience working directly with autistic or neurodivergent children and young people, or within a neurodevelopmental or diagnostic service.
- Experience within NHS, CAMHS, paediatrics, educational psychology, or community diagnostic settings.
- Experience in report writing, data collection, research or audit, including analysing and summarising outcomes.
- Familiarity with screening questionnaires used in autism assessment (e.g., AQ-10, Q-CHAT, M-CHAT) without requiring prior formal training.
- Experience liaising with schools, early years settings or family support services.

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### Additional Information

# Job Description

- The post may require travel to community clinics or schools within the local area so full clean driving licence and access to a car is required.
- Enhanced DBS clearance is required.
- Full supervision and opportunities for continuing professional development will be provided.