**Job Description**

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| **Job Title** | **Assistant Psychologist** |
| **Reports To** | ND Clinic Director |
| **Location** | ADHD Foundation Neurodiversity Charity, Head Office  3rd Floor, 54 St James Street, Liverpool L1 0AB |
| **Salary** | £24,000 |
| **Working Hours** | Monday to Friday, 9am – 5pm  Full Time |

**Job Purpose**

The role will facilitate the assessment and diagnosis of ADHD, and identification of other ND conditions to enable a holistic exploration of a client’s needs.

The Assistant Psychologist will conduct semi-structured clinical interviews, use rating scales and diagnostic screening tools as part of the assessment process.

The Assistant Psychologist will produce detailed results reports for clients and health professionals under supervision, liaise with health professionals, education providers, and work alongside our associate Psychiatrists.

The Assistant Psychologist will be involved in research and training, and will contribute towards service development

**Main Duties and Responsibilities**

* Assist in the delivery of psychological assessments, including cognitive and behavioural assessments under supervision.
* Support the development and implementation of therapeutic interventions, group work, and workshops for individuals with ADHD.
* Conduct initial screenings and gather client history to inform clinical assessments and interventions.
* Liaise closely with GP practices, associate clinicians and other health professionals to ensure best practice and continuity of care.
* Assist with research projects, data collection, and analysis to inform service delivery and best practices.
* Provide administrative support, including managing referrals, maintaining accurate records, and preparing reports for case reviews and meetings.
* Work collaboratively with families, schools and other professionals to support individuals with ADHD in various settings.
* Attend and contribute to multi-disciplinary team meetings, case reviews and training sessions.
* Support ADHD Foundation’s outreach and public awareness efforts, including delivering presentations and workshops to external audiences.

**Personal and Professional Development**

* To participate in regular professional supervision, annual performance review and attendance at team meetings.
* To be responsible for own personal and professional development and growth; to actively participate in identifying training needs and to be willing to undertake training where a need has been identified and agreed with the Manager.
* To be able to work some additional hours, as required, to cover staff holiday/sickness and operational need which may include occasional evening hours and/or weekend working.
* To undertake any other reasonable duties as directed by the ND Clinic Director or the Medical Director, that may reasonably fall within the scope of the post.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the ND Clinic Director and the Medical Director.

The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

**Person Specification**

Essential Experience, Knowledge, Skills and Attributes

* Master’s degree in Psychology or a related field, accredited by the British Psychological Society (BPS)
* Evidence of a constant pattern of learning which can be gained from relevant experience and/or training and/or education
* Excellent communication and interpersonal skills with the ability to build rapport and work sensitively with individuals, families and professionals
* Excellent written communication and experience of report writing
* Demonstrable interest and understanding of ADHD and other neurotypes.
* Experience working with children, young people or adults with neurodevelopmental conditions or mental health difficulties (paid or voluntary)
* Knowledge of current best practices and research related to ADHD and neurodiversity.
* Experience in research, including data collection, analysis and report writing.
* Experience working in a clinical or educational setting under the supervision of a psychologist or other healthcare professional.
* Experience of working as part of a team and multi-agency working within a fast-paced and demanding environment.
* Proven track record of data management
* Proficiency in Microsoft Office Suite and database management
* Ability to uphold and implement the Foundation’s mission, values and core policies
* Ability to work independently
* Kindness
* Integrity

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

**Benefits**

* Ongoing professional development opportunities.
* Exposure to a wide range of clinical experiences within a supportive, multidisciplinary team.
* Opportunities to contribute to research and influence Neurodiversity support services.
* Opportunities to develop the role and expand the ND Clinic and Research service.
* A vibrant and compassionate working environment with a charity that makes a real difference to the lives of ND individuals.
* Managerial and clinical supervision.
* 25 days annual leave plus 8 bank holidays

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.