



JOB DESCRIPTION

Job title:	Neurodiversity Senior Practitioner – Fixed term contract for one year. Extension subject to funding.
Service:	Bridging the Gap (Weekend and Co-Occurring Conditions)
Salary:	Grade 3 (lower) point 20-23: £28,315 rising to £31,073 per annum
Hours:	37 hours per week (full time)
Location:	Bolton
Responsible to:	Service Manager

Summary of job:

You will contribute to the delivery of a high quality support service to people who present as neurodivergent by:

- supporting the Bridging the Gap Team by offering guidance on issues relating to people who present as neurodivergent
- providing 1-1 holistic support to individuals to co-develop coping strategies and safety plans, helping them to understand and articulate their feelings, thoughts, and behaviours and how to break cycles of suicidal ideation
- empowering and enabling people to work towards emotional self-regulation, independence and inclusion within their communities
- providing line management support to the group workers

Key tasks and responsibilities:

1. Work collaboratively within the service to drive forward a person-centre service and encourage participation
2. Undertake holistic assessments and co-produce health and wellbeing plans with individuals on the neurodiversity pathway, identifying their unique support needs to develop coping strategies to better manage low mood and anxiety.
3. To reduce the likelihood of a crisis presentation by working with people with neurodiverse presentation to better identify, understand and communication their thoughts and feelings
4. To provide support and guidance to the Bridging the Gap Team to ensure that a 'one-team' approach is adopted to people whom we are working with
5. Proactively encourage self-referrals and connections with local communities, removing barriers, particularly for individuals who may be under-represented in the community.
6. Help individuals identify the wider issues that impact their health and wellbeing such as debt, living conditions, unemployment, loneliness, and caring responsibilities. Work with



the individual and their network such as their family and/or carers, to support them to access other services and organisations that may be able to help.

7. Ensure that an individual's personalised health and well-being plan is based on their priorities, interests, values and motivations, including what they can expect from community groups, activities and services you are connecting them to and what they can do for themselves to improve their health and wellbeing. Where appropriate, physically introduce people to community groups and activities providing additional support where necessary to enable and encourage engagement.
8. Provide line management support and supervision to the Activity Group Workers and raise any issues about performance, capability, conduct, or absence in a timely fashion with the Service Manager
9. Forge strong and collaborative relationships with local VCSE organisations, community and neighbourhood groups to create referral pathways for individuals to connect with. Be a friendly and informed source of information about health, wellbeing and prevention approaches.
10. Set up and maintain comprehensive data and evaluation systems, including outcome tools (training to be provided) and produce reports as required that are outcome focussed and comprehensively detail progress.
11. Respond appropriately to any safeguarding concerns; demonstrating an understanding of, and complying at all times with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
12. Attend and actively participate in team meetings and other meetings as required by the service manager.
13. To manage the workload and to bring to the attention of the line manager any instances where difficulties are encountered
14. Actively take part in Family Action's formal appraisal and supervision processes and be responsive to critical challenge, advice, feedback and direction as part of a process of continuous improvement. Take responsibility for your own professional development, identifying and attending training which will support growth in the role.
15. Contribute to the growth and development of the organisation appropriate to your role, by gaining a working knowledge of Family Action's portfolio of services and being an ambassador for the work and the organisation.
16. Be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being **people** focused
 - Reflecting a '**can do**' approach
 - Striving for **excellence** in everything we do



- Having **mutual respect** for everyone we work with, work for and support through our services

- 17. Implement Family Action's Equality & Diversity Policy and Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.

- 18. Comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.

- 19. Work flexibly, including occasional weekend and evening work, as may be required by the needs of the service and carry out any other reasonable duties as required.

Continue to next page



PERSON SPECIFICATION

Education, Qualifications & Background	
1.	Educated to degree level or equivalent in a relevant area or demonstratable experience of working in a relevant field and a demonstrable commitment to ongoing personal development.
Experience	
2.	Demonstrable experience of working with people who present as neurodivergent or with a learning disability to produce positive outcomes
3.	Experience of being in a supporting role within a team and providing task or line management
4.	Experience working in a multi-disciplinary team, with the ability to confidently build relationships with a range of professionals, stakeholders and services.
Knowledge & Skills	
5.	Ability to complete person-centred assessments and to co-produce effective strength-based support plans
6.	Knowledge of neurodiversity and strategies to improve health and well-being, plus an understanding of the social and emotional determinants of mental health and wellbeing and the impact of deprivation and discrimination on communities and individuals.
7.	Ability to work with people to develop skills in recognising and articulating their feelings, thoughts and behaviours
8.	Demonstrable knowledge of safeguarding approaches
9.	Effective communication, presentation and record-keeping skills, with the ability to collate data in accessible formats for service users and write comprehensive reports for a variety of stakeholders.
10.	Excellent ability to work autonomously to effectively plan and prioritise work, adapting to new models of working confidently and professionally.
11.	Proficient in Microsoft Office with strong IT and administration skills.
Values	
12.	<p>Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by:</p> <ul style="list-style-type: none"> • Being people focused • Reflecting a 'can do' approach • Striving for excellence in everything we do • Having mutual respect for everyone we work with, work for and support through our services
13.	Be committed to the principles of Co-production and to hearing and representing the voices of the people who use our service
14.	Be committed to equal opportunities and uphold and comply with Family Action's Equality & Diversity policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.
In addition	
15.	Willing to work hours flexibly, including evenings and weekends as required on a rota basis to meet the needs of the service.