

# Adult ADHD Advisor



## Centre for ADHD & Autism Support

2<sup>nd</sup> Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795

### Job Description

Job Title:	Adult ADHD Advisor
Terms:	Around 18 hours per week 1-year fixed term contract Flexible hours: evening and weekend work is required, and the hours may differ each week, depending on the activity that is being undertaken. Additional project work may be available on an ad-hoc basis if desired.
Salary:	c £31,000 per annum
Accountability:	Reports to the Adult Services Manager
Location:	Based at Television House, 269 Field End Road, Eastcote, HA4 9XA

### 1. Job Summary

To provide information, advice, and support to ADHD adults in Harrow, with the aim of improving quality of life and developing ADHD-aware communities.

To signpost to other avenues of support, and to facilitate groups online and in house.

To develop and improve our ADHD training materials, and deliver training to professionals in other organisations to improve their awareness of ADHD and their understanding of the reasonable adjustments that can be made.

### 2. Key Responsibilities – Supporting ADHD Adults

- Provide one-to-one ad hoc, tailored support for pre-and post-diagnosis (with the support to be co-produced by the service user). This support may include, but is not limited to:
  - Practical support with communication or executive functioning tasks and activities such as making calls, form filling, applying for benefits, plan their week.
  - Support with applications for further education and employment
- Maintain a public-facing ADHD Resource Board.
- Deliver an Understanding my ADHD 6 week Course
- Facilitate twice monthly ADHD Groups
- Facilitate Parent and Carers Support group
- Facilitate Coffee Connect social group for ADHD and autistic adults
- Facilitate Meet up groups for young people transitioning into adult services

### Job Description – ADHD Advisor

### 3. Key Responsibilities – Liaison, Consultation and Training

- Build networks within the local authority, particularly health, social care, social prescribers and existing voluntary sector providers.
- Ensure CAAS has appropriate links with statutory and voluntary organisations in Harrow, attending meetings where appropriate.
- Keep abreast of national and local trends and developments affecting ADHD adults and identify opportunities for promoting awareness of their needs and the development of appropriate services and support.
- Develop our training materials, through use of best practice language and strategies, develop relationships to support marketing of our ADHD delivery offer, and personalise and facilitate ADHD training to the local community

### 4. Key Responsibilities - Organisational

- To provide written reports as required by professional agencies and CAAS.
- Assist in promoting the organisation's services.
- To attend regular supervision sessions.
- To ensure the monitoring requirements for the project are met.
- To provide regular progress reports to the Service Manager.
- To comply with such policies/procedures, guidelines and codes of practice as laid down by CAAS and the Law.

### 5. Other Responsibilities

- To carry out other tasks appropriate to the post and as agreed with the Adult Service Manager.
- To actively participate and undertake training and development of self and others.

Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

### 6. Person Specification - Essential

- Experience/knowledge of working with ADHD people.
- Experience/knowledge of the challenges facing ADHD people.
- Knowledge/awareness of reasonable adjustments, strategies, and coping mechanisms to support ADHD people's needs.
- Qualified facilitator / demonstratable experience in facilitating groups and delivering training.
- Strong organisational skills with great time management. There is a heavy demand for the personal organisation of your workload and managing appointments, and you will need to be able to manage a diverse workload with competing demands
- Strong and confident communication skills and an ability to represent the organisation internally and externally (via in person meetings, phone-calls, written communications etc)

#### Job Description – ADHD Advisor

- Ability to develop relationships with relevant statutory and voluntary sector bodies.
- Ability to monitor work.
- Good oral and written skills and the ability to write and present clear and comprehensive reports.
- Computer Software Skilled (much of the work is managed via technology and computers)
- Experience in safeguarding vulnerable adults, data protection, equal opportunities and diversity legislation and best practice.

## 7. Person Specification - Desirable

- Voluntary Sector Experience.
- Counselling or coaching skills.
- Knowledge of SEN / Adult Social Care Legislation.

## 8. Equal Opportunities

CAAS recognises the positive value of diversity, promotes equity and challenges discrimination. We welcome and encourage job applications from people of all backgrounds, including applications from Black, Asian and Ethnic Minority communities, people who identify as having a disability, and LGB+, Trans and non-binary candidates.

We also recognise the value of flexible working, so will consider different types of flexibility (such as term time, annualised or compressed hours, and a minimum requirement of 60% working in the office for all staff), as well as the possibility of offering the role on a job share basis.

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.