



## JOB DESCRIPTION

**POST:** Autism Navigator

**DEPARTMENT:** Learning Disabilities and Autism Service, CAMHS/Autism Hub

**BAND:** 4

**HOURS PER WEEK:** 37.5. Flexible working will be considered

**REPORTS TO: (Post Title):** Strategic Lead, Learning Disabilities and Autism, CAMHS (Child and Adolescent Mental Health Services)

**WORK BASE:** TBC. Will be Central Manchester/outskirts of city centre. Please note there will be shared office space with opportunities for booking private work spaces/or working from home to manage the shared office environment.

**JOB PURPOSE:** To support families and young people who are currently on the waiting list for the Social Communication Pathway and those who are curious about neurodiversity with signposting to further information and available service provision. To support young autistic people and their families post assessment with queries about service provision. To have good links with M-Thrive and ensure the digital information available to families is up to date. To maintain strong links with the Parent Carer Forums. This post will have an MFT wide remit and be part of wider developments within the GM Autism Hub. Applicants with lived experience of autism are strongly urged to apply.

### KEY AREAS OF RESPONSIBILITY

#### SERVICE DELIVERY

##### **Main Duties and Responsibilities**

- To provide advice, information and signposting to the young people and their families who contact the autism hub for more information about neurodiversity and autism.
- Ensure young people and their families are aware of the most appropriate services that are available to support them.
- To work alongside MThrive (the front door service for CAMHS), signposting families and young people around the support systems in their locality.
- To maintain strong links with Parent Carer Forums for Manchester, Salford and Trafford.



- To co-ordinate the co-production agenda within the LDA service in conjunction with clinical staff.
- To liaise as appropriate with other professionals and agencies.
- To ensure the 'Digital Hub'/online resources available affiliated with the MThrive Hub are kept up to date in relation to autism and neurodiversity and the LDA CAMHS page of the Local Offer is accurate.
- To work effectively as part of a team within the wider LDA CAMHS service, contributing to service development as appropriate and attending service away days.
- To contribute to training as required.; in conjunction with the clinical team
- To be competent with IT, including Microsoft teams.
- To input activity onto the CAMHS Electronic Patient Record – PARIS and provide data for the required key performance indicators within the CSU and to Commissioners (training provided)
- To participate in individual appraisal and supervision, contributing to the identification of training opportunities.
- To participate in, research, clinical audit, health & safety, quality assurance, risk assessments, bench marking, evaluating user satisfaction, the development of clinical guidelines or protocols, Trust and departmental policies as required.
- To record and report all concerns relating to needs assessment or safeguarding to Clinician/Service Lead
- To be responsible for ensuring confidential information about individual CYP are appropriately shared with colleagues to support multidisciplinary involvement in care.
- To manage the expectations families and young people may have about services in a sensitive and supportive manner.

### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

### **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the



health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

### **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**