



## Role Profile

Job Title

**ASD/ADHD Assessor**

Salary range

Up to £52,846.00 (Point 72 of the Portland pay scale)

Contract

Permanent

Main location

Portland College

Hours and basis

37.5 hours per week

Reports to

Enterprises Manager

Date of issue

June 2024

### Why Portland Charity needs this role

The Portland Charity provides support for people with disabilities based on a campus close to Mansfield with a number of sites across in Nottinghamshire. The charity provides a diverse range of services including Further Education, Adult Social Care and employment support programmes.

Building on the success of our Portland Pathways employment support services, we have secured funding to develop an autism assessment service. The charity has National Autism Society Advanced accreditation and we are seeking to provide high value support to families across Nottinghamshire.

### What you will be doing

The successful candidate will help us build this exciting new service and improve the diagnostic process, and access to support, for disabled people in Nottinghamshire. The role will be responsible for conducting autism assessments, analysing results, and producing diagnostic reports for individuals suspected of having Autism Spectrum Disorder (ASD). We would also like this role to expand to assess for other elements of neurodiversity such as ADHD. You will use your deep understanding of ASD to support people throughout the diagnostic process including the development of support plans.

### Key results we want to see from this role

- Administering ADOS or ADI-R assessments to individuals suspected of having ASD in accordance with established guidelines and protocols.
- Support with developing the assessment offer, working with the Marketing Team to promote the service.
- Interpreting and analysing assessment results to identify ASD characteristics and traits.
- Produce high quality assessment reports with recommendations and identify onward referral to appropriate services.
- Maintaining accurate and up-to-date records of assessments and ensure data confidentiality.
- Communicating effectively with clients, families, and caregivers to explain assessment processes and results.
- Staying current with best practices, research, and advancements in the field of autism assessment and intervention.
- Participating in team meetings, case reviews, and professional development activities as required.
- Adhering to all organisational policies, ethical guidelines, and regulations related to



## Role Profile

Job Title

**ASD/ADHD Assessor**

the assessment and diagnosis of ASD.

### Dimensions of the role

- You will be self-motivated and able to work autonomously at pace; be effective in managing your time, workload and motivated by your drive to deliver the highest quality support.
- We are looking for someone confident completing diagnostic assessments, but also providing support and signposting to provide exceptional support.
- We want to grow the service and welcome new ideas, innovation and confidence in looking for ways to develop.

### Key work relationships

- Internal – Senior Managers and Department Heads.
- External stakeholders – Clients, parents, schools, social workers, commissioners, business leaders, funders and any other relevant professionals

### Working Environment

- Office/consulting room at Portland college and/or venues around Nottinghamshire.
- Hybrid working available.

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check and overseas check where applicable. Provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

### Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require

The above role profile is not all encompassing and is subject to regular review.

**Signature of post holder**

**Date**

I have read and accept the duties and responsibilities outlined in this role profile.