# Job Description

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| Post | Assistant Psychologist- Uplands CareTech |
| Division | Specialist Division |
| Hours of Work | 37.5 |
| Pay Band | 26.000 |
| Reports to | **Trainee Psychologist****Service Manager** |
| Accountable to | Head of Behavioural Support Therapy Adult and Specialist Division  |
| Responsible for | Liaise with others (staff and MDT), and support the qualified and trainee psychologists in the provision of clinical psychology services. |

**Summary of Role:**

 To provide psychology input under qualified psychologist and trainee psychologist supervision to the Multi-Disciplinary Team and service users; providing specialist psychological assessment, formulation, and treatment in the limits of professional competency and experience under qualified psychologist supervision.

To work under supervision within professional guidelines and the overall framework of the Department’s policies and procedures. To utilise research skills for audit, policy and service development and research within the area served by the Department at the qualified requests.

Leading by example, you will demonstrate strong influencing and communication skills, and will create a culture that encourages openness and transparency where the staff and service users feel fully engaged, and are empowered to innovate and improve services. You will be expected to model the values of the organisation, in all that you do.

**Duties and Responsibilities:**

**Clinical:**

* To be support to qualified psychologist and trainee psychologist to implement the psychological pathway treatment plan and the quality of the psychology service provided following the model of care agreed.
* To provide specialist psychological assessments of service users admitted to Uplandsbased upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological and neuropsychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with service users , family members , outside agency ; and others involved in the service user’s care, under qualified supervision and mentoring.
* To contribute on the outcome of care plans, based upon an appropriate conceptual framework of their problems, and employing therapeutic methods based on evidence under qualified psychologist supervision.
* To be responsible for implementing a range of psychological interventions, individually and in group settings under qualified and trainee psychologist supervision.
* To support the outcome of treatment using appropriate outcome measures and to be able to adapt treatment according to service user’s mental state and motivational level under qualified psychologist supervision.
* To contribute indirectly to a psychologically based framework of understanding and care to the benefit of all service users, across all settings and agencies serving the client group under qualified psychologist supervision
* To support the implementation of best practice guidelines, NICE guidelines and Department of Health guidance for psychological services for serious mental illness and personality disorders within the competency of their role and under qualified psychologist supervision.
* To contribute to psychological, behavioural and risk assessments.
* To participate in the risk assessment process through gathering and collation of relevant information.

 **Teaching, training and supervision**

* To receive and attend regular clinical and managerial professional supervision from the Head of Behavioural Support Therapies and trainee psychologist allocated to review caseload and clinical cases.
* To contribute to relevant teaching sessions to staff of other disciplines and to colleagues under qualified and trainee psychologist supervision.
* To participate in the preparation of teaching materials.

**Management, recruitment, policy and service development:**

* To support with the development, evaluation and monitoring of the Department’s operational policies and services, through the deployment of professional skills in research, service evaluation and audit under qualified psychologist supervision in the limit of competency
* To manage their own workloads, within the framework of the Department’s policies and procedures under qualified psychologist supervision
* To participate in development activities within their clinical area i.e. attending clinical team meetings and providing staff training and reflective practice under the limit of their competency and under qualified and trainee psychologist supervision
* To contribute to the planning and achievement of psychology departmental objectives.
* To promote an awareness of the psychology role with non-psychology colleagues and service users.
* To liaise with other departments and services within the organisation in matters relevant to the role.
* To attend relevant meetings as required.

# General Responsibilities

* To maintain the highest level of professionalism and integrity at all times.
* To maintain up-to-date knowledge of legislation, national and local policies and issues in relation to both the specific client group and mental health.
* To ensure compliance within the codes of practice of the British Psychological Society, Health Professions Council and CareTech Health Care policies and procedures.

**Statement**

*This job description is not exhaustive and other duties which are not shown here but commensurate with the post may be required from time to time. It will also be used as a basis for the determination of objectives and performance required*

**Confidentiality**

* In the course of your employment with Uplands Health Care you may not handle, unless it is necessary in the pursuance of your legitimate duties, confidential personal information concerning either patients or staff, which may be held by the Company. You must not read, discuss, disclose or pass on confidential information.
* Unauthorised disclosure of such information will be treated as a serious disciplinary matter. In addition it is important that you realise that if this confidentiality is breached, this may result in civil proceedings or a criminal prosecution.
* This confidentiality must continue at all times and this agreement will continue beyond your period of employment with Uplands.

#### **Health and Safety**

You are required to make positive efforts to maintain your own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. You are also required to be aware of and comply with CareTech’s policies on health and safety, etc.

#### **Equal Opportunities**

* The aim of CareTech’s policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, sex, marital status, disability, age, nationality, ethnic or national origins.
* The company commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and provides of its services are treated according to their needs. The policy also applies to staff working within CareTech.

#### **Service User and Carer Involvement**

CareTech - Uplands is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

#### **Personal Development**

Your development will be assessed using CareTech’s Performance Appraisal Review process. You will have the opportunity to discuss your development needs with your manager on an annual basis, with regular reviews.

**Terms and Conditions**

The post holder is subject to the terms and conditions of CareTech.

This Job description gives an outline of the post and is subject to review in consultation with the post holder.

# PERSON SPECIFICATION

**Job Title: Assistant Psychologist**

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|  | ESSENTIAL | DESIRABLE |
| **TRAINING & QUALIFICATIONS** | MSc level training in clinical/forensic Experience of completing psychological psychometrics | Experience with HCR 20 |
| EXPERIENCE | At least 2 year of experience in mental health services.Experience of working with teams in different settling and specialitiesExperience working with service users in mental health settlingExperience in running therapy groups for service users  | Experience of working in acute/forensic Experience of supporting psychological models of care to the problems of service users suffering from severe and complex mental health problems (e.g. personality disorder, substance misuse) |
| *KNOWLEDGE AND SKILLS* | Good level of knowledge of psychological models and their application within a mental health setting with service users with mental health problems and personality disorders.Ability support qualified psychologist with assessments and formulation treatment needs in a timeefficient and ethical manner Well developed skills in the ability to communicate effectively, orally and in writing, technical, and clinically sensitive information to service users, their families, carers, and other professional colleagues both within and outside mental health services.Good knowledge of research design and methodology Clear understanding of clinical risk assessment / management issues.Keyboard and computer skills including the ability to use computer software for testing and research purposes. Evidence of continuing professional development  | Good developed knowledge of the theory and practice of specialised psychological therapies in specific difficult to treat groups |
| *PERSONAL* | Enthusiasm for a broad range of psychological phenomena, an interest in models of service delivery, and an ability to articulate the value added by forensic/clinical/counselling psychology services within the context of multi-disciplinary mental health services. Able to forge links and excellent working relationships within a team.Ability to contain and work with organisational stress and ability to ‘hold’ the stress of others. | A commitment to the evaluation of services, enthusiasm for both multi-professional and uni-professional audit, and a wish to continue to develop expertise in the service area. |
| OTHER | Ability to identify, provide and promote appropriate means of support to carers and staff exposed to highly distressing situations and severely challenging behaviours.Ability to develop and use complex multi-media materials for presentations in public, professional and academic settings.Able to prioritise workload in the face of competing demands.Effective time management and administrative skills.Ability to ensure consistency of service delivery in line with demands, timescales and working hours of a hospital environment.Hold an excellent attendance record.Ability to scrutinise own practise through reflective practise. |  |

