



Job Description

Assistant Psychologist

Reporting to: Psychological Practitioner/Senior Psychological Practitioner

Responsible for: This role does not have any management responsibility.

Aims of the post

- The post holder will be a member of the Integrated Therapies Team and will promote emotional wellbeing and mental health in the children and young adults whom we help and work with.
- The post holder will be required to assess and manage children and young adults who present with a range of emotional wellbeing and mental health issues.
- The post holder will have the support of other team members in the management of these cases.
- The post holder will represent the organisation by providing support and guidance to team members and the wider staff group, ensuring a child and young adult focused service.
- The role is a collaborative one working with individuals and groups across professional and organisational boundaries.

Main purpose of the job

To support Phoenix's Integrated Therapies Team (ITT) through:

- Promoting the Phoenix therapeutic approach throughout the organisation and acting as a role model for all colleagues.
- Supporting children and young adults and enhancing the professional psychological care across the organisation, providing psychological assessment and psychological interventions of a routine nature, under the direct supervision of a qualified professional psychological practitioner drawing on their supervisor's expertise.
- Working according to a plan agreed with a qualified psychological practitioner and within the overall framework of the organisation's policies and procedures.
- Assisting in clinically related administration, conduct of audits, collection of statistics, and development of audit and/or research projects, teaching and project work.
- Supporting peers and the clinical lead, being an effective team member whilst working on own initiative.
- Working collaboratively and actively supporting and liaising with other health and social professionals and agencies.
- Attending and participating in team meetings as well as review meetings of cases on their case load.

Competency 1: Specific Duties and Responsibilities of the Post

- 1.1 Provide supervised clinical interventions and assessment, responsible for the systematic measurement of outcomes.
- 1.2 Ensure that a high quality, timely, accessible and evidence-based service is available to all children and young adults who need it.
- 1.3 To travel across the wide geography of the organisation as required.
- 1.4 Provide supervised emotional wellbeing and mental health assessment and treatment services to children and young adults with a range of relevant complex needs, such as learning difficulties/disabilities, Autism, emotional social and behavioural difficulties and/or behaviour that challenges.
- 1.5 Where required establish and maintain excellent working relationships with wider social care and mental health and wellbeing services and ensure adherence to evidence based treatments by clinical and care teams across the organisation.
- 1.6 To assist, under the direct supervision of a qualified professional psychological practitioner, in the development, coordination and running of therapeutic groups.
- 1.7 To attend and contribute to appropriate multi-disciplinary meetings.
- 1.8 To undertake searches of evidence-based literature and research to assist qualified psychological practitioners and other clinicians in their evidence based practice in individual work and their work with other team members.
- 1.9 To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the organisation.
- 1.10 Participate in the review and development of clinical policies and identify improvements to service provision.
- 1.11 To undertake specific administrative duties as required.
- 1.12 To perform other duties of a similar kind appropriate to the grade, which may be required from time to time by the clinical lead.

Competency 2: Leadership

- 2.1 To participate in the development of an effective team and the development of productive working relationships throughout the organisation.
- 2.2 To actively promote integrated professional working internally and externally.
- 2.3 To facilitate the development of a positive and supportive team culture by taking responsibility for dealing effectively with potential conflict.
- 2.4 To take an active interest in working parties and groups within the organisation to develop and improve on service delivery, protocols and guidelines.
- 2.5 To advise, encourage and share knowledge utilising the latest research and practice development, through literature and team meetings.

Competency 3: Accountabilities

- 3.1 To act as a clinical practitioner who is legally and professionally accountable through their supervisor for their own supervised actions guided by the professional codes of conduct and organisational guidelines and protocols.

- 3.2 To maintain the highest standards of clinical record keeping and report writing in accordance with the professional codes of practice of the British Psychological Society and the organisation's own policies and procedures.

Competency 4: Clinical Skills

- 4.1 To be responsible and accountable under clinical supervision for service delivery to children and young adults.
- 4.2 To be able to assess and develop plans of care to meet the complex needs of children and young adults with a variety of conditions. This will include continuously evaluating and acting on outcomes.
- 4.3 To be able to initiate referrals to other health professional specialist services and agencies as appropriate.
- 4.4 To provide children and young adults with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
- 4.5 To ensure practice is supported by research, evidence-based practice, literature and peer review.
- 4.6 Further professional knowledge will be gained through accredited courses, workshops, study and in house training programmes as appropriate.

Competency 5: Supervision

- 5.1 To receive regular clinical supervision, in accordance with professional practice guidelines.
- 5.2 To gain wider experience of professional psychological practice within the organisation as agreed with the psychological practitioner to whom they are accountable.
- 5.3 To develop skills and competencies that assist in the delivery of current duties.
- 5.4 To contribute, under the direct supervision of a qualified professional psychological practitioner, to the training and support of other team members in psychological care.

Competency 6: Health, Safety & Wellbeing

- 6.1 Take care of your own health and safety and that of people who may be affected, including People we support, fellow colleagues and visitors by what you do (or do not do).
- 6.2 Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- 6.3 Follow the Company's Policies and procedures, training and instruction you have received while at work.
- 6.4 Immediately report and Health and Safety concerns to your line manager.
- 6.5 Safeguard and protect children and adults at risk at all times and report any concerns as per the organisation's safeguarding policies.

Competency 7: Training

- 7.1 To ensure own continued professional development and to support a culture of lifelong learning in self and others.
- 7.2 To undertake, and assist, in the planning of own mandatory training and workshops.
- 7.3 To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and that relates to organisational strategy.
- 7.4 To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Competency 8: Personal Responsibilities

- 8.1 To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the post-holder's clinical supervisor.
- 8.2 To be responsible for organising and prioritising own and other's workload in the day-to-day allocation of work.
- 8.3 To take part, and assist, in the planning and administration relating to day-to-day running of the caseload.
- 8.4 The post holder will input and maintain appropriate computer and manual clinical records and statistical data and provide this to the Service Manager/Clinical Lead when necessary.
- 8.5 The post holder must adhere to the organisations risk assessment and risk management processes.
- 8.6 The post holder will act as a role model for the Phoenix Values and Code of Conduct at all times.
- 8.7 Understand your responsibilities for safeguarding when interacting with people we support, their personal information and when visiting any of our services.
- 8.8 To maintain appropriate confidentiality of information relating to the Company and its employees and maintain compliance with the Data Protection Act and General Data Protections Regulations (GDPR).

Person Specification

APP – Application INT = Interview AST = Assessment

Essential Criteria	Measurement		
	APP	INT	AST
Undergraduate degree in psychology – eligible for BPS graduate membership	✓	✓	
Experience of working with people with learning or mental health difficulties.	✓	✓	
Able to demonstrate high standards of literacy and numeracy.	✓		

Essential Criteria	Measurement		
	APP	INT	AST
Word processing/typing skills.	✓	✓	
Intermediate level of IT skills	✓	✓	
Relevant practical work experience related to the clinical areas of this post.	✓	✓	
Good oral communication skills based on fluency of the English language – spoken and written.	✓	✓	
Excellent interpersonal skills, able to listen well.	✓	✓	
Able to demonstrate empathy with People We Support, carers and families and colleagues.	✓	✓	
Able to communicate effectively particularly where difficulties in understanding exist.	✓	✓	
Able to organise workload and manage time.	✓	✓	
Demonstrates the ability to reflect on practice with peers / clinical supervisor.	✓	✓	
Driver with a full clean licence and willing to drive across services in the Southwest as required.	✓	✓	
Demonstrates awareness of standards of record keeping.	✓	✓	
Able to identify own strengths and needs.	✓	✓	
Able to identify when to seek support	✓	✓	
Understands the principle of confidentiality.	✓	✓	
Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults.	✓	✓	
Ability to work effectively under pressure, meet deadlines and prioritise workload.	✓	✓	

Desirable Criteria	Measurement		
	APP	INT	AST
Able to demonstrate an understanding of this clinical role	✓	✓	
Knowledge of the English education system	✓	✓	
Experience of working with children, young people and adults with learning difficulties, and/or SEMH	✓	✓	

Competency Framework

Core	
Demonstrates fortitude in actions and personality	
Continued focus on people we support and engage with	
Communicates and interacts with colleagues positively	
Take responsibility for personal practice and development	
Strives for quality improvement	
Delivers functional competencies	As set out in your job description.

Leadership	
Shares and develops relationships	
Champions team culture and purposeful development	
Plans effectively and delivers innovatively against business objectives	

Values

Organisation Values		Measurement		
		APP	INT	AST
Nurture	To support, cherish and encourage the individual based on their own opportunities now and into the future.	✓	✓	✓
Flourish	To provide the right environment and encouragement for each individual to make their own unique achievements.	✓	✓	✓
Grow	To foster, cultivate and develop positive relationships and progression.	✓	✓	✓

Team Charter		Measurement		
		APP	INT	AST
Honesty	Mutual honesty is the cornerstone of any relationship we build with the people we work with.	✓	✓	✓
Empathy	We work to understand and empathise with all the individuals we care for – it is important we show empathy and not sympathy.	✓	✓	✓
Aspiration	We work to assist all individuals aspire to achieve their goals and outcomes.	✓	✓	✓
Respect	We treat others in the same way we wish to be treated and to build shared respect.	✓	✓	✓
Teamwork	We strive to provide consistency in our approach through effective teamwork and to bring the best out of each other.	✓	✓	✓