

## DIRECTORATE – Mental Health

### JOB DESCRIPTION AND PERSON SPECIFICATION

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<b>JOB TITLE</b>	Clinical or Counselling Psychologist
<b>BAND</b>	Band 7
<b>REPORTS TO</b>	Team Manager
<b>BASE</b>	Community Resource Centre

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#### **JOB SUMMARY**

To ensure the systematic provision of a high quality specialist Psychological Service for people accessing Community Mental Health and Wellbeing Services.

To work co-operatively with multi-disciplinary colleagues to achieve service goals.

To provide psychological assessments and therapy. To supervise and support the psychological assessment and therapy provided by other clinicians involved with these services, working autonomously within professional guidelines, exercising full clinical responsibility, and implementing changes where necessary.



Respect



Excellence



Integrity



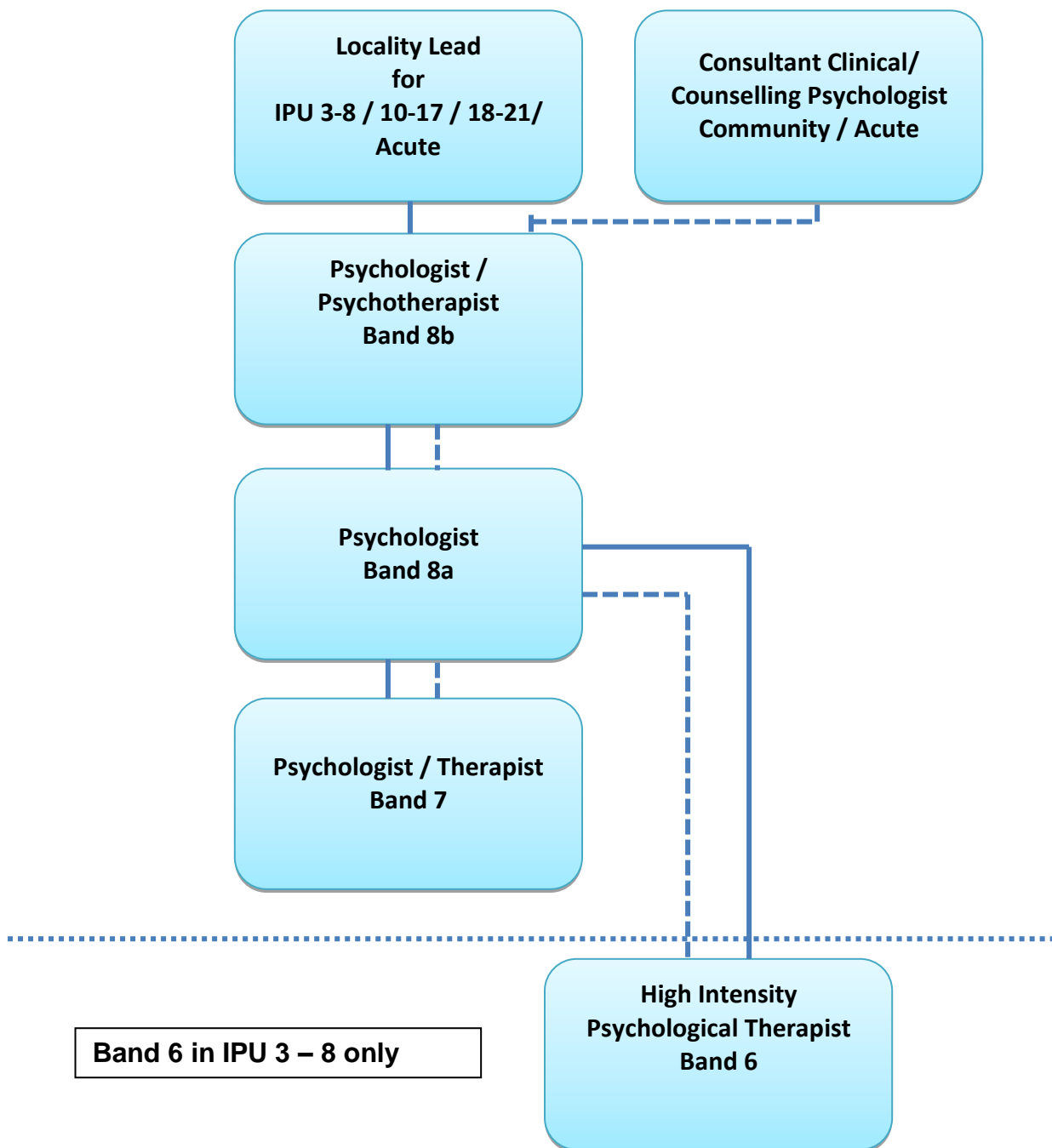
Collaboration



Compassion

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## ORGANISATIONAL CHART



### Key:

Line management / day to day management  
Professional Leadership



Respect



Excellence



Integrity



Collaboration



Compassion

## Organisational Values:



## Main Responsibilities of the Post

- To provide specialist psychological assessment and therapy, using complex psychological data gained from a variety of sources.
- To ensure the systematic provision of psychological services, including the responsibility to prioritise work appropriately.
- To communicate assessment results, formulations, outcome data, and other complex and sensitive information orally and in written form in order to support the work of multi-disciplinary colleagues.
- To provide specialist psychological advice, guidance, consultation and supervision to other professionals and staff contributing to the formulation, diagnosis, treatment plans and management of clients, both within and outside the Trust.
- To contribute to the development of community mental health and wellbeing services, reviewing service outcomes, designing and participating in audit, research and clinical governance initiatives, and working cooperatively with colleagues to achieve service goals and maximise service effectiveness. This will involve communication with a wide range of clinical and managerial colleagues, within and outside the Trust.
- To provide supervision to assistant psychologists, volunteers and other colleagues, as required.

## Communication

- To provide and receive information which is very sensitive, very complex and often contentious and unwelcome, involving a range of patients, carers, multidisciplinary colleagues, managers and Third Sector colleagues. The setting for communication will often be highly emotive and may be antagonistic, requiring a very high level of interpersonal and communication skill, both verbally and in written communication, explaining, educating and persuading in innovative ways where necessary.

## Analytical and Judgmental Skills / Freedom to Act



- To participate in regular clinical and managerial supervision, working at all times within professional guidelines and adhering to standards set out by the Health Professions Council. To produce Psychological formulations and advice in complex clinical situations, which will require the combination of a range of complex and sometimes contradictory, unclear or conflicting information to make clinical judgements.

### **Planning and Organisational Skills**

- The post holder will prioritise their own work, and that of any attached assistants.
- They will plan, organise and re-organise complex activities to meet long and short term clinical and managerial goals and to take account of changes in priorities, and will adjust work programmes to fit changes in the urgency of the clinical work which arise.
- They will contribute to service planning collaboratively with colleagues as required.

### **Physical Skills**

- The post holder will use well developed keyboard and driving skills routinely and frequently.
- They will need to be MAPA trained in order to carry out clinical work appropriately and safely.

### **Responsibility for patients / clients**

- To provide specialist assessment and interventions, developing specialised programmes of care. To provide specialist psychological advice and guidance to other professionals, contributing to diagnoses and influencing treatment and care programmes.

### **Policy and Service Responsibilities**

- The post holder will implement policy and service changes, will consider and comment on policies, and proposals and may propose policy and service changes.

### **Responsibility for Financial and Physical Resources**

- To take responsibility for resources and equipment associated with the post, advising managerial and secretarial colleagues on any difficulties or shortages in a timely manner.

### **Responsibility for Staff**



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- To provide teaching, supervision and training, as required, for example, contributing to the doctoral training course and to other professional, multidisciplinary, or community training initiatives.

### **Responsibility for Information**

- To use computer and statistical packages, as required, to record, analyse, and to communicate information. To produce reports using statistical analyses and/or diagrams and charts on occasion.

### **Research and Development**

- To regularly contribute research and audit skills to the multidisciplinary teams, advising on methodology, and providing supervision as required. To carry out audit and research projects. To use skills to share relevant research findings with colleagues, advising on any methodological issues involved.

### **Physical Effort**

- The post holder will be required to undertake light physical duties i.e. within agile working taking appropriate equipment to a variety of settings.
- To administer psychometric and neuropsychological assessments according to requirements.

### **Mental Effort**

- Be required to work in a variety of settings which may be busy and demanding. This will require the post holder to conduct themselves in a professional manner at all times.
- Manage frequent interruptions and maintain concentration whilst carrying out a range of tasks e.g. report writing, assessment and formulation, documentation, individual therapy.

### **Emotional Effort**

The postholder will be required to carry out the following tasks involving emotional effort

- Therapeutically engage in effective communication and relationships with people who are troubled or distressed.
- Be required to establish, sustain and disengage from relationships with families with specific health needs.
- Manage highly distressing or emotional circumstances i.e. which may include imparting unwelcome news.
- Provide support to staff who have been exposed to highly distressing and emotional situations, as required and under supervision.



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- Transmit information and news which may be unwelcome and distressing to recipients.

## **Working Conditions**

The post holder will be required to

- Be required to work in an agile manner in response to the needs of the service.
- Be regularly required to use a computer.
- Be regularly exposed to unpleasant working conditions i.e. aggression, bodily fluids.
- In order to support this, the post holder will be required to have a current full driving licence, be a car owner/driver, and drive to a variety of settings frequently.

## **OTHER DUTIES**

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system, and will be responsible for the quality of information and its timeliness.
2. The post holder will be required to take part in regular managerial and clinical supervision, and have an annual performance appraisal, where this job description will be reviewed, and objectives set.
3. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
5. The post holder is required follow and adhere to professional standards and guidelines and to the Trust's Health and Safety Policies and instructions and be to be responsible for their own and others health and safety in the work place.
6. The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.

This Job Description is not exhaustive and may be amended in consultation with the postholder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

## **Safeguarding Children and Adults**

All Trust staff have a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust's Safeguarding policies and procedures.



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## **Confidentiality**

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

## **Data Protection Act**

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

## **Infection Control**

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

**Postholder's Signature:**

**Date:**

**Postholder's Name:**

**Managers Signature:**

**Date:**

**Manager's Name**

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<b>Person Specification - Clinical or Counselling Psychologist Band 7</b>			
		<b>HOW MEASURED?</b> A (Application form) I (Interview) R (References)	<b>WEIGHTING</b> 1 - Low 2 - Medium 3 - High
<b>Coventry and Warwickshire Partnership Trust Values</b>	Demonstrable ability to meet the Trust's Values	A/I	3
	 Respect	A/I	3
	 Excellence	A/I	3
	 Integrity	A/I	3
	 Collaboration	A/I	3
	 Compassion	A/I	3
<b>QUALIFICATIONS</b>	DClin Psych or equivalent qualification in clinical or counselling psychology	A	3
	Registration with the HCPC as a Practitioner Psychologist		
<b>EXPERIENCE</b>	Experience of working with adults and/or young people experiencing mental health difficulties.	A	3
		A I R	3
	Experience of working with a range of clients, presenting a range of clinical severity and maintenance of professionalism in challenging circumstances.	A I	3
	Experience of tailoring psychological assessment and intervention to individual needs.	A I	2
	Experience of working in community settings.	A I	2
	Experience of team working.	A I	2
	Experience in providing consultancy to colleagues.	A I	2



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<b>KNOWLEDGE AND SKILLS</b>	Knowledge of the theory and practice of highly specialist psychological and neuropsychological assessment methods and therapeutic approaches in relation to the client group.	I	3
		I	3
	Skills in applying this knowledge.	I	3
	Well developed communication skills, suitable to the specialty.	I	3
	Knowledge of legislation in relation to the client group and the legal context. Evidence of continuing professional development.	A	3
	Knowledge of research and audit methodology suitable to the job.	A I	3
<b>PERSONAL ATTRIBUTES</b> (not covered by Values)	Commitment to working with people experiencing mental health difficulties	I	3
	Keen to participate in the development of a new style of service.	A I	3
	Committed to working as part of a multi-disciplinary team and with other members with the Psychological Services.	A I	3
<b>OTHER</b> (Please specify)	Requirement to travel throughout the area covered by the Trust's services.	A I	3
	Requirement to work flexibly	I	3
	Willing and able to work within the treatment pathways/Policies.	I	3
	Willingness to undertake DBS check at Enhanced level	A	3



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