OXFORDSHIRE COUNTY COUNCIL

JOB DESCRIPTION

Job Title: Assistant Clinical Psychologist
Service: Children, Education and Families, Corporate Parenting
Team: REoC (Residential Edge of Care Service) Clinical Team – Area Team (Communities)
Grade: Agenda for Change equivalent Band 4. Local Authority Grade 6-7 depending on experience
Location: Abbey House, Abingdon
Notice: 2 Calendar months

Main Purpose(s) of the job:

To work alongside Clinical Psychologists, an Advisory Teacher, and a Psychiatrist within the team to support ongoing therapeutic interventions and, where appropriate, under supervision, to implement and deliver assessments and therapeutic interventions.

To contribute as an Assistant Clinical Psychologist to the provision of specialist assessments and interventions conducted by the REoC Clinical Team. The REoC Clinical Team plays a significant role in facilitating psychological understanding when working with families on the edge of care, as well as continuously supporting the development of psychological skills amongst REoC staff. This will draw upon the benefits of a multidisciplinary team both in offering a holistic view of family difficulties and in providing interventions to meet identified needs. We also lead the strategy around REoC usage of outcome measures.

The Assistant Clinical Psychology Post will undertake clinical administration; participate in audit, service evaluation and/or research and to undertake teaching and project work under the supervision of qualified Clinical Psychologists. Specific duties will be determined on the basis of skills and experience and operational service requirements and may vary occasionally as service needs/priorities change.

The post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.

Main Duties:

Clinical

1. To support assessments, observations and interventions carried out by others within the team.
2. To develop an appropriate level of understanding within a range of models used across both services.

3. To participate in the running and development of group programmes offered by the REoC Clinical Team.

4. To contribute to the training and development of other professionals.

5. To ensure that all activities are conducted according to current policies and procedures.

6. To be an active participant in and make a positive contribution to the regular team meetings.

7. To ensure that accurate, regular and confidential records of work undertaken with the young people and families are maintained in accordance with management directions and current policies. This includes maintaining well-ordered casework and administrative records and producing reports to agreed deadlines.

8. To ensure records and information systems of work undertaken are kept accurately including the inputting and updating of information on the Directorate’s computerized information systems.

9. To ensure that questionnaire measures are used to evaluate work and that all data is entered onto the team database.

10. To support data collection, data analysis and literature reviews in the context of service evaluation and/or research.

**Operational**

1. To assist in the design and implementation of service development projects led by the REoC Clinical Team.

2. To attend planning and implementation meetings regarding service developments, as appropriate.

3. To assist team members in the delivery of training and provision of support to other professional groups in psychological care

4. To prepare visual aids and undertake other administrative duties as required.

5. To be responsible for scoring questionnaires, inputing the results and managing the database within the REoC Clinical subteams.

6. To undertake data collection, analysis of findings and the production of the report of audit outcomes.
7. To undertake searches of evidence based literature and research to inform clinical practice of the REoC.Clinical Team

8. To develop bibliotherapy and resources within the teams and developing links with other services and organisations outside of OCC

9. To perform other duties appropriate to the grade of Assistant Psychologist that may be required by their psychology manager.

**Personal Management and Development**

1. To take personal responsibility for contributing to own appraisal, supervision and internal development processes and procedures.

2. To accept and attend necessary induction, training, advice, instruction and deployment in order that services for young people are provided appropriately and to the highest standards with positive outcomes.

3. To demonstrate on-going commitment to personal development by undertaking developmental training, research and reading, keeping up to date with best practice and maintaining own CPD records.

4. To adhere to the professional codes of practice of the Health Professions Council, British Psychological Society and Trust policies and procedures with regards to report writing and clinical record keeping.

5. To adhere to the professional code of conduct for Assistant Psychologists of the British Psychological Society.

**Employees (Non-managers)**

Health and Safety Roles and Responsibilities

It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the Council’s health and safety policies and procedures;
- Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
• Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
• Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home;
• Check for and risk assess any known and potential hazards before visiting new service users and premises;
• Ensure you leave details of visits and timescales when working away from your office base;
• Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact;
• Support your line manager in the delivery of good health and safety practice and the minimizing of risks;
• Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work;
• Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.
• Use work items provided to you correctly, in accordance with training and instructions
• Do not interfere with or misuse anything provided for your health, safety or welfare
• Cooperate on all issues involving health and safety

General:
• Ensure the highest standards of record keeping including electronic data entry and recording, report writing and responsible exercise of professional self-governance in accordance with professional codes of practice
• To maintain up to date knowledge of legislation, national and local policies and practices in relation to working with looked after children, their families and carers.
• To promote people’s equality, diversity, rights and responsibilities
• To promote anti-oppressive and anti-discriminatory practice
• To undertake any other duties appropriate to this post
• The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information.
• The ability to travel independently to a variety of premises, sometimes at short notice.
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<th><strong>Education/Qualifications</strong></th>
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<tr>
<td>An upper second class honours degree or higher in psychology.</td>
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<td>Entitlement to graduate membership of the British Psychological Society</td>
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<td>An understanding of the needs of young people and their families who are on looked after, adopted or in SGO placements</td>
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<tr>
<td>An understanding of the needs of young people and their families who are on the edge of care</td>
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<td>An appropriate level of understanding of the mental health needs of young people.</td>
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<td>An ability to apply existing psychological knowledge to a mental health context.</td>
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<td>Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis</td>
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<td>Knowledge of current DOH policies with regards to looked after, adopted and SGO children and mental health.</td>
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<th><strong>Skills/experience</strong></th>
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<td>Work with people with mental health problems and/or within the care system.</td>
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<td>High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive.</td>
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<td>Experience in working with databases and data analysis.</td>
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<td>IT Skills, including use of Word and Microsoft Outlook</td>
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<td>High standard of report writing.</td>
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<td>Good oral communication skills based on fluency in the English language</td>
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<th><strong>Personal Qualities</strong></th>
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<td>An ability to interact effectively with staff from all disciplines.</td>
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<td>An ability to engage and work with young people and their families.</td>
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<td>Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.</td>
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Ensures that organisational values are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly; or raised with the relevant Line Manager; or through the relevant processes within the department as appropriate.

July 2019