

Job Description

Department:	Children and Young People Services		
Division/Section:	Clinical Service		
Job Title:	Assistant Psychologist		
Post No:			
Grade:	9		
Reports to:	Psychologist (0.6 FTE)		
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Clinical and Quality Assurance Lead</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Psychologist (0.6 FTE)</div> <div style="border: 1px solid black; padding: 5px;">Assistant Psychologist</div> </div>		
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced X None <input type="checkbox"/>		
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No X		
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0		
Size of budget:	None		
Job Purpose:	<ul style="list-style-type: none"> To support and enhance the Clinical Service provided by the Clinical Service in Children and Young People Services. Under supervision to assist in clinically related administration, the development of systems to record outcomes of clinical intervention and feedback from children, families, carers and colleagues. To conduct audits/service evaluation of the Clinical Service, maintenance of the database of families seen by the Clinical Service and contribute to the development and implementation of research projects. To attend psychology supervision on a weekly basis and engage in CPD as agreed with supervisor and professional manager. To undertake assessment, formulation and clinical intervention under 		

Main Duties and Responsibilities:**Clinical**

- To participate, under supervision, in direct protocol-based assessments of clients, family members and/or carers (including neuropsychological tests, self-report measures, direct and indirect structured observations and semi-structured interviews with clients, carers and others involved in the family's care).
- With the support and guidance of colleagues, to contribute to the assessment of risk and protective factors in cases where there are issues of risk of harm to children.
- To assist in the formulation and delivery of social care plans involving psychological treatment under the supervision of a qualified clinician, in community and social services settings.
- To carry out neuropsychological assessments (under the supervision of the supervising Psychologist) and feedback information to clients, their carers, educational staff and social care teams.
- To build up and develop resource materials for use in individual and group treatments.
- To support the development and delivery of therapeutic groups for parents, young people and families across Peterborough
- To liaise with relevant Social Services personnel and attend and contribute to appropriate multi-disciplinary meetings where required.
- To liaise with schools and conduct school observations where appropriate.
- To assist in the development of a psychologically based framework of understanding and care to the benefit of all families across the service and across all settings where care takes place.
- In common with all clinical psychologists, to receive regular clinical supervision from an appropriate Psychologist within the service in accordance with professional practice guidelines.
- To maintain good links with other psychologists and assistant psychologists in the Council and to attend appropriate professional meetings as agreed with Professional Lead.
- To attend meetings and training related to professional development, as agreed with Professional Lead.
- To develop skills and competencies that assist in the delivery of current duties.
- To develop skills in delivering training with the support of other clinicians in the team.

Service Specific

- To offer an easily accessible service to young people and their families who might not otherwise receive psychological support.
- To contribute to the reduction of risk in areas of responsibility.

Research and Service Evaluation

- To assist in the design and implementation of service development projects within the service as required.
- To attend meetings in which service developments are planned and discussed.
- To assist in the design and implementation of robust service evaluation within Children and Young People Services.

- To undertake data collection, analysis, the production of reports and summaries using IT and statistical programmes.
- To undertake searches of evidence-based literature and research to assist qualified clinicians.

Information Technology

- To use the computer as necessary for clinical work, including literature searches, word processing, developing and maintaining training packs, information leaflets, inputting data, emailing, report writing and other tasks as necessary for the efficient running of the service and/or training needs.
- To use statistical and other software (spreadsheets, word-processing, graphics etc.) for the analysis and presentation of clinical and research data.
- To maintain a database of referrals to the Clinical Service and be able to disseminate information to other parties.

Training and Development

- To participate in regular supervision (clinical or management) in accordance with good practice guidelines and PCC policy.
- To participate in PCC's annual Appraisal process.
- To attend all relevant mandatory training as and when required to do so.

Quality and Patient Safety

- Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.
- Implementation of NICE guidance and other statutory / best practice guidelines. (if appropriate)
- Infection Control - To be responsible for the prevention and control of infection.
- Incident reporting - To report any incidents of harm or near miss in line with PCC's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.
- To contribute to the identification, management and reduction of risk in the area of responsibility.
- To ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.
- To ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients/ clients, visitors and staff.

General

- 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 comply with the Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.
- To ensure that all duties are carried out to the highest standard, and in accordance with currently quality initiatives within the work area.
- To comply with all relevant PCC policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information and to

be aware of any changes in these.

- To comply at all times with PCC's Information Governance related policies. Staff are required to respect the confidentiality of information about staff, patients and PCC business and in particular the confidentiality and security of personal identifiable information in line with the Data Protection Act. All staff are responsible for ensuring that any data created by them is timely, comprehensive, accurate, and fit for the purposes for which it is intended.
- 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 Professional Lead.
- To maintain the highest standards of record keeping and report writing in accordance with the professional Code of Practice of the British Psychological Society, PCC policy and procedures.
- To prepare test materials and visual aides as required.
- To undertake specific administrative duties as required.
- To contribute to the CYPS service data and information collection systems (and any other management information) in line with PCC policies and procedures in a timely manner.

Equality & Diversity

PCC is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. At PCC we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with PCC is different and so should be treated in ways that are consistent with their needs and preferences.

Therefore, all staff are required to be aware of PCCs Equality and Diversity Policy and the commitments and responsibilities PCC has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by</p>

	<p>the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>
--	--

DATE:	6 June 2024	COMPLETED BY:	Andy Ruane
--------------	-------------	----------------------	------------

Person Specification

Job title:	Assistant Psychologist (0.6 FTE)	Directorate:	Children & Young People Services
Grade:	9	Service / Team:	Clinical Service
Date:	06/06/2024	Completed by:	Andy Ruane

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Good understanding of professionals' theoretical perspectives of this client group. (A & I)</p> <p>Knowledge of legislation in relation to the client group and its implications for both clinical practice and professional management in relation to the client group. (A & I)</p> <p>Knowledge of research methodology, research design as practiced within the clinical fields of psychology. (A & I)</p> <p>Evidence of continuing professional development as recommended by the BPS. (A & I)</p>	<p>Knowledge of the theory and practice of specialised psychological therapies in specific difficult to treat groups (e.g. personality disorder, dual diagnoses, people with additional disabilities etc.) (A & I)</p> <p>Knowledge of the psychological issues relevant to troubled families (A & I)</p>
SKILLS & ABILITIES	<p>Excellent verbal and written communication skills including an ability to communicate and work in settings in which the atmosphere may be highly emotive. (A & I)</p> <p>Audit / research skills. (A & I)</p> <p>Ability to communicate sensitive information to clients, families, carers and colleagues in a way that addresses psychological resistance. (A & I)</p> <p>An understanding of the needs and difficulties of children with mental health problems, complex and traumatic life experiences, behavioural problems. (A & I)</p> <p>An ability to apply existing psychological knowledge to child development, mental health</p>	<p>Experience of setting up and using databases. (A & I)</p> <p>Experience of data analysis, especially statistical software. (A & I)</p> <p>Experience of conducting psychological assessments (neuropsychological/standardised assessments). (A & I)</p> <p>Experience of delivering evidence based psychologically informed interventions. (A & I)</p> <p>Experience of conducting service evaluation / audit / research. (A & I)</p>

	<p>and behavioural problems. (A & I)</p> <p>Ability to work effectively in situations of stress and high levels of expressed emotion. (A & I)</p> <p>Ability to reflect on own responses and clinical practice within a supervisory relationship. (A & I)</p> <p>Able to accept and use supervision appropriately and effectively. (A & I)</p> <p>An ability to interact effectively with staff from all disciplines. (A & I)</p> <p>An ability to interact with children and their families, with complex problems, and who may be or become highly distressed and potentially aggressive. (A & I)</p> <p>An ability to work independently (planning own workload), reliably and consistently with work agreed and managed at regular intervals. (A & I)</p> <p>Good interpersonal boundaries. (A & I)</p> <p>Able to maintain enthusiasm. (A & I)</p> <p>Ability to work flexibly. (A & I)</p> <p>Ability to work in a multi-disciplinary team. (A & I)</p> <p>Skills in self-management including time management. (A & I)</p> <p>Advanced keyboard skills. (A & I)</p> <p>Interpersonally calm and able to diffuse difficult, volatile situations. (A & I)</p> <p>Good organisational skills. (A & I)</p> <p>Able to demonstrate commitment to high quality care and service provision. (A & I)</p>	
EXPERIENCE	<p>Experience of specialist psychological assessment, formulation and intervention for clients across. (A & I)</p> <p>.Some experience of working with children or with people with mental health problems and/or other disabilities in a health or social services setting. (A & I)</p>	<p>Previous experience of an assistant psychologist post or equivalent. (A & I)</p> <p>Lived experience of mental health. (A & I)</p>
QUALIFICATIONS	<p>An upper second class honours degree or higher in psychology. (A)</p>	<p>Further post graduate training in relevant areas of professional psychology,</p>

	Entitlement to graduate membership of the British Psychological Society. (A)	mental health practice and/or research design and analysis. (A)
PERSONAL CIRCUMSTANCES	<p>Advanced keyboard skills. (A)</p> <p>Able to tolerate prolonged periods of sitting. (A)</p> <p>The post requires the ability to travel throughout Peterborough on a daily basis. (A)</p>	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	
OTHER REQUIREMENTS	<p>Recognise peoples right to privacy and dignity, treating every person with respect (A & I)</p> <p>Willingness to embrace integrated model and new ways of working. (A & I)</p> <p>Willingness to be flexible in approach and attitude (A & I)</p> <p>Able to contain and work with high levels of distress from clients. (A & I)</p> <p>Able to contain and work with organisational stress. (A & I)</p> <p>Interpersonally calm and able to defuse difficult, volatile situations. (A & I)</p> <p>Able to tolerate ambiguity and to take decisions in situations of incomplete information. (A & I)</p> <p>Ability to exercise appropriate levels of self-care and to monitor own state, recognising when it is necessary to take active steps to maintain fitness to practice. (A & I)</p>	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*