

## Job Description/Person Specification

### Psychological Therapies Practitioner with HT Co-ordinator responsibilities

We are seeking a skilled psychological therapist and experienced coordinator with an interest in playing a key role in the smooth running, consistent practice and improvement of community services. They will have ability to apply their experience with clients, fully qualified volunteers and trainees (students on placement) and contribute to BACP organisation accredited best practice guidance. They will be co-ordinating and line managing a team of 8 honorary therapists as well as be responsible for recruiting new honorary therapists as needed with the support of the Clinical Services Manager, to maintain consistent numbers. As a therapist they will be carry a caseload of several individual clients and also design, develop and deliver groups to respond to presenting needs within the service. Clients at Mind CHWF are from diverse backgrounds and experience a range of support needs and wider determinants that may impact their mental health.

## JOB DESCRIPTION

**About Mind in the City, Hackney and Waltham Forest:** we are a multi-disciplinary provider of specialist mental health services and a part of the Mind Federation. We promote both recovery from ill health for people with recurrent and enduring mental health difficulties and early intervention and mental/physical wellbeing for those at risk of developing mental health issues or who struggle with common mental health conditions. We currently support around 5000 people a year through a variety of services focusing on psychological and social supports, economic and workplace wellbeing, and support for minoritised communities. Our values are:

Connected: Creating a compassionate and supportive community.

Fair: We strive for equity- no-one's needs should go unmet.

Brave: We walk with people, offering help by doing what works - proven or new.

Salary: Pro rata: S01- SP30 £32,881.73 including Inner London Weighting

Contract: Fixed Term until March 2023

Hours: 30 hours per week

Reports to: Clinical Services Manager

### Role summary

Working as part of a multi-disciplinary team in the exciting, challenging and diverse boroughs of the City of London and Hackney, the Psychological Therapies Practitioner will facilitate group therapy

and one-to-one sessions with adults across a portfolio of psychological therapies and wellbeing services, including local authority Public Health. Using humanistic and integrative or psychodynamic psychotherapy and third wave CBT (mindfulness and ACT and Compassion Focussed Therapy (CFT) approaches, you will share clinical responsibility for improving clients' wellbeing and resilience. Working on the front line of mental health and social care, you will provide a safe environment for clients to explore their issues, and demonstrate the value and outcomes of these services to bring about meaningful psycho-social change.

### **Accountabilities/tasks/duties**

#### **Service Delivery**

1. To have responsibility for line managing and co-ordinating the Wellbeing Network's honorary therapists, both qualified and on placement including recruitment
2. To deliver skilled, evidence-based practice in group therapy and facilitated self-help for people managing long-term mental ill health (all ages).
3. To offer skilled screening and assessment, informed by knowledge of the spectrum of mental health needs and risk factors and support the clinical services manager and teams with allocations.
4. To manage a caseload of complex clients for one to one fixed-term talking therapy face to face, zoom and over the telephone.
5. To facilitate learning events for volunteer counsellors and psychotherapists and colleagues as required.
6. To work closely with the Clinical Services manager to ensure appropriate services adhering to BACP guidelines
7. To apply data protection, confidentiality, safeguarding, the organisation's lone working policy and risk management, and all professional codes of ethics.

#### **Record keeping and monitoring:**

1. To keep accurate and up to date and GDPR compliant electronic records of client notes, including assessment, sessional notes, client satisfaction and wellbeing scores.
2. To maintain and develop service monitoring and evaluation records, to ensure that the impact of the overall therapeutic service is evidenced.
3. To assist in keeping basic financial records of fees and expenditure relating to the service.
4. To ensure records and contracts for HTs are stored securely and kept up to date
5. To monitor the views of clients regarding the effectiveness and quality of the psychological therapies services.

#### **Learning and development:**

1. To deliver induction training sessions to honorary therapists and to ensure that they receive all relevant trainings for them to fulfil their roles
2. To participate in learning and development opportunities, following assessment of personal and professional development needs;

3. To meet the annual membership criteria of the British Association of Counselling and Psychotherapy, including the required level of Continuing Professional Development;
4. To participate in regular one-to-one supervision sessions with line manager and group clinical supervision with colleagues along with contributing to team shared learning and development

### General

1. To promote City & Hackney Mind's values and service philosophy and uphold equal opportunities and agreed policies and procedures.
2. To attend and participate in relevant meetings and give reports/presentations when required.
3. To promote learning and development and attend appropriate internal, external training courses, supervision and staff away days.
4. To develop team cohesion, team working and a positive "can-do" culture which encourages creativity, learning and high performance.

Attributes	Essential	Desirable
<b>1. Qualifications</b>		
a. Qualified to degree level	X	
b. To hold BACP/UKCP/BPC/HCPC accredited training qualification	X	
c. Experience of working in a similar role		X
<b>2. Psychotherapeutic Skills</b>		
a. Persuading, motivating, understanding, empowering and supporting clients	X	
b. Excellent communication, presentation and interpersonal skills	X	
c. Adhering to the ethos of the organisation, BACP best practice and code of ethics for their registering body	X	
<b>3. Special Skills</b>		
a. Good understanding of data protection, confidentiality, safeguarding and risk management and demonstrable examples of putting these into practice	X	
b. Ability to use MS Office	X	
c. Ability to deliver therapeutic sessions over the telephone, in person and over zoom	X	
d. Ability to use Salesforce or another CRM		X
e. Experience of collecting clinical outcome measures such as PHQ9/GAD7	X	
f. Experience of lone working		X
<b>4. Experience</b>		
a. Experience of working in mental health, with clients experiencing a range of mental health needs and	X	

impacted by wider determinants of mental health and complexity		
b. Lived experience of mental health difficulties or being from a minoritised community		X
c. Experience of working with marginalised communities experiencing wider determinants of mental health	X	
d. Experience of working within a multidisciplinary team		X
e. Experience of outreach work in the community	X	
f. Experience of managing and/or co-ordinating volunteers/trainees/peers	X	
<b>5. Work Attitudes and Disposition</b>		
a. To be able to manage complex cases and draw on personal resilience in a demanding fast paced environment	X	
b. Commitment to supporting equal opportunities in the workplace	X	
c. To be self-motivated and focused and to practice self-care	X	
d. To be able to influence, motivate and encourage clients and colleagues alike	X	
<b>6. Circumstances</b>		
a. Disclosure and Barring: Enhanced DBS check with children and adults barring list	X	
b. Free to start in the role in January 2022	X	
c. Able to work Mondays, Wednesdays and some portion of Tuesdays, Thursdays and Fridays as well as occasional evenings and Saturdays with time off in lieu.	X	

Hours	Part time 30 hours a week. Office hours are 9am-5.30pm, Mon to Fri. Wellbeing and Psychological Therapies services run until 8pm on weekdays. Occasional attendance at evening meetings and events required with time off in lieu.
Location	Hackney, East London with excellent transport links.
Other	This is a description of the role as it is presently constituted. It is the practice of City and Hackney Mind to examine job descriptions from time to time and to update as necessary to ensure they relate to the role being performed, or to incorporate whatever changes are being proposed in line

	with our requirements. Any changes would be made following discussion with you.
--	---

November 2021