

## JOB DESCRIPTION

<b>Job title</b>	Senior Assistant Psychologist
<b>Department</b>	Substance Misuse
<b>Reports to</b>	Counselling Psychologist & Head of Psychology
<b>Grade</b>	Grade 3

<b>Job purpose</b>	To co-ordinate and support implementation of the psychosocial group programme working under the direction of the Clinical / Counselling Psychologist. The Senior Assistant Psychologist will support and provide training for the teams to ensure high quality group interventions. To oversee implementation of the group programme and ensure use of dedicated outcome measures, collating and analysing data. To work alongside and provide PSI supervision for practitioners. To inspire the teams and have an inclusive and participatory management style. To provide training/workshops for partner agencies in PSIs used at Turning Point. To use remote technology to contribute to psychology-related projects as agreed with Counselling Psychologist in a Turning Point London Substance Misuse service.
<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>• To ensure the systematic provision of high quality Psycho Social group interventions.</li> <li>• To coordinate a programme of group work as designated by Turning Points best practice model.</li> <li>• To provide an advisory service on matters related to the practice and delivery of group-based psycho-social interventions within the service.</li> <li>• To assess and integrate issues surrounding work and employment, housing, finances and other areas of life that impact on an individual's well-being into the overall therapy/treatment process.</li> <li>• To promote the development of skills of recovery advocates, peer mentors in delivery of PSI groups including the delivery of training.</li> <li>• To promote the value of mutual aid and assertive linkage throughout the treatment system.</li> </ul> <p>DANOS: A2:AA3:AA4:AA5:AA6:AB1:AB2:AB3:AB8:AB9:AB10:AD1:AF3:AG1:AG2:AG3</p> <p>Service and Business Development:</p> <ul style="list-style-type: none"> <li>• Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times.</li> <li>• Proactively contributing to continuously improving services by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working.</li> <li>• Ensuring day-to-day delivery of service provision embeds and extends Turning</li> <li>• To promote Turning Point's person centred approach.</li> <li>• Meeting agreed performance targets and outcomes</li> <li>• Supporting Operations Manager and Clinical/Counselling Psychologist in service developments as required.</li> <li>• Supporting organisational developments, such as information, consultation and/or review for tenders or business developments.</li> <li>• To adhere to and encourage other staff members to work to Service</li> </ul>

	<p>Business plans. DANOS:AG3:BD3:BB1:BI1:BI2</p>
	<p>People Management:</p> <ul style="list-style-type: none"> <li>• To work with hub managers to allocate staff to group facilitation in line with their skills and competencies.</li> <li>• Coordinating timetables of group programmes.</li> <li>• Ensuring all staff and peer mentors delivering programmes have been effectively trained and are supported to deliver.</li> <li>• Overseeing the completion of tasks in a timely and effective manner.</li> <li>• Ensuring that required quality standards are met.</li> <li>• Encouraging a participative style and an environment of continuous improvement.</li> <li>• Coaching and mentoring team members well to undertake tasks effectively.</li> </ul> <p>DANOS: AC2:AC3:AC4</p>
	<p>Health and Safety and Risk Management:</p> <ul style="list-style-type: none"> <li>• All employees have a duty and responsibility for their own health and safety and the health of safety (H&amp;S) of colleagues, patients and the general public.</li> <li>• Ensuring a safe working environment for self, and where appropriate, the team</li> <li>• Ensuring good standard of housekeeping is maintained with own area</li> <li>• Complying with all H&amp;S policies and procedures including Serious Untoward Incidents and Accident reporting</li> <li>• To undertake risk assessment and risk management for relevant individual Service Users and to provide both general and specialist advice for other staff on risk assessment and risk management.</li> <li>• Work proactively to safeguard children and vulnerable adults.</li> </ul> <p>DANOS: AB3:AB4:AB5:AB8</p>
	<p>To undertake any other duties reasonably requested by the line manager</p>
	<p>Quality:</p> <ul style="list-style-type: none"> <li>• To ensure that outcome measures for groups are completed and collated, supporting facilitators to do so.</li> <li>• Ensure the maintenance of standards of practice for Turning Point.</li> <li>• Participating and utilising management information and data collection systems as appropriate.</li> <li>• To contribute to the development of best practice and continuous service within the services.</li> <li>• To carry out audit, policy, service development and research activities and/or programmes. To support the Operations Manager and drive the collation of information for audits and inspections, including Turning Point's Internal Quality</li> <li>• Assessment Toolkit (IQAT), CQC audits and other audits/inspection as required.</li> <li>• Ensuring record keeping is maintained effectively to the required standard at all times and contributing to service monitoring requirements.</li> <li>• Supporting the clinical risk and needs assessment and the formation and implementation of management plans.</li> </ul> <p>DANOS: AA2:AA3:AA4:AA5:AA6:AB1:AB2:AB3:AB8:AB9:AB10:AD1:AF3:AG1:AG2:AG3</p>

	<p>Compliance:</p> <ul style="list-style-type: none"> <li>All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.</li> <li>To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Substance Misuse and Public Health.</li> <li>Keep up to date all records in relation to Continued Professional Development (CPD) and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.</li> </ul> <p>DANOS:AH1:AH2:AH4:AH5:AH6:AH7:AH8:AH9:AH10:AH11:AH12</p>
	<p>Finance:</p> <ul style="list-style-type: none"> <li>To provide accurate information for expenses claims, including credit card submissions if required.</li> <li>To use Turning Point's financial policies and procedures, such as central procurement processes when required.</li> </ul>
	<p>Self-Development:</p> <ul style="list-style-type: none"> <li>Attend clinical/managerial support on a regular basis as agreed with the Operations Manager and Counselling Psychologist and Head of Psychology.</li> <li>Participate in individual performance review and respond to agreed objectives.</li> <li>Turning Point is committed to valuing and promoting diversity in service delivery.</li> <li>An expectation of all posts within Turning Point is that each individual will take responsibility for promoting open, inclusive and accessible service provision, staff development and a culture that values and respects difference.</li> <li>To maintain and develop IT skills appropriate to the demands of the post.</li> </ul> <p>DANOS: AC1:AC2</p>

<b>Dimensions</b>	Direct reports	None
	Total staff overseen	None
	Internal contacts	<ul style="list-style-type: none"> <li>Line managed by Team Leader and supervised by Counselling Psychologist/Head of Psychology</li> <li>Operations Manager</li> <li>Clinical colleagues</li> <li>Team colleagues</li> <li>Peer Mentors</li> <li>Senior Operations Manager</li> <li>TP Central Support services</li> <li>Colleagues in the Public Health Business Unit</li> <li>Assistant and Senior Assistant Psychologists across Turning Point</li> <li>Group Leads across Turning Point Substance Misuse services</li> </ul>
	External contacts	<ul style="list-style-type: none"> <li>Service Users</li> <li>Carers/Friends/Family members</li> <li>Partner agencies (clinical and non-clinical) in</li> </ul>

		local area <ul style="list-style-type: none"> <li>• Regulatory bodies</li> <li>• Local community members</li> <li>• Advocacy /Service User/ Recovery forums</li> </ul>
	Planning Outlook	<ul style="list-style-type: none"> <li>• Typically up to 4 months in advance. Planning caseloads and interventions. But will work within the Service Annual Plan.</li> </ul>
	Problems solved	<ul style="list-style-type: none"> <li>• Caseload delivery</li> <li>• Clinical delivery</li> <li>• Psycho-social options for Service Users</li> <li>• Meeting Service Needs and Demand</li> <li>• Meeting the needs of family / friends / carers</li> <li>• Line management issues, such as staff sickness, absence, performance etc</li> <li>• Problem solving day-to-day delivery issues</li> </ul>
	Financial authority	<ul style="list-style-type: none"> <li>• Access to petty cash and day-to-day purchases within the Grade 3 limits, in line with service requirements, Operations Manager authorisation and organisational Policy / Procedure.</li> </ul>

## PERSON SPECIFICATION

<b>Job title</b>	Group Co-ordinator	
<b>Personal effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills at all levels to engage, build relationships and influence.</li> <li>• Plain English skills – both verbal and written to bring clarity and purpose.</li> <li>• Ability to tailor message to the audience.</li> <li>• Adaptable and able to work in a challenging and changeable environment.</li> <li>• Building exceptional relationships with a range of internal and external stakeholders including commissioners.</li> </ul>	
<b>Technical effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Demonstrable commitment to the Recovery Agenda.</li> <li>• Working knowledge and understanding of substance misuse issues and the ability to recognise the indicators of increasingly chaotic and risky misuse of substances amongst Service Users.</li> <li>• Understanding of the issues faced by Service Users with co-existing mental health and substance misuse challenges.</li> <li>• Extensive experience of facilitating group work.</li> <li>• Understanding and use of MI and CBT approaches</li> <li>• Experience in managing a caseload of Service Users with complex needs.</li> <li>• Proven track record in managing incidents of challenging behaviour.</li> <li>• Excellent understanding of issues surrounding clinical risk.</li> <li>• Demonstrates knowledge of the issues surrounding work and</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and use of ACT and DBT approaches</li> </ul>

	<p>other social factors and the impact it can have on mental health / benefits and employment systems.</p> <ul style="list-style-type: none"> <li>• Knowledge of medication used in the treatment of people with drug and / or alcohol problems.</li> <li>• Demonstrates an understanding for the need to use evidence-based psychological therapies and how it relates to this post.</li> <li>• Able to demonstrate a good knowledge and value base in a relevant service specialism.</li> <li>• Contribute to data entry and retrieval searches and reports to ensure that internal and external service requirements are met.</li> </ul>	
<b>Acquired experience &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Experience of delivery and coordination of group work programmes.</li> <li>• Experience of working with Service users who misuse substances.</li> <li>• Experience in providing clinical supervision.</li> <li>• Ensure knowledge and Continued Professional Development is maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Substance Misuse qualification.</li> </ul>
<b>Other requirements</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Able to provide high quality support and guidance to staff groups.</li> <li>• Capacity to travel within the service locality and to other Turning Point's operational locations.</li> <li>• Contribute to Turning Point's Clinical Governance Framework.</li> <li>• Self-motivate, organise and prioritise own workload.</li> </ul>	