

JOB DESCRIPTION

Job title	Assistant Psychological Wellbeing Practitioner
Sector/Function	Mental Health
Department	Talking Therapies
Reports to	PWP Team Leader /Clinical Lead / Operations Manager
Grade	2

Job purpose	<p>The post-holder will work within the IAPT service providing support to the Step 2 team. The post will support the delivery of Step 2, low intensity treatment options by providing additional administrative and supportive assistance to psychological wellbeing practitioners, trainees and patients with mild to moderate anxiety and depression.</p> <p>The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities.</p> <p>The post-holder will be able to work remotely, but will also be available to travel to and around Wakefield district as the service requires.</p> <p>The post would be an ideal starting point to develop skills, knowledge and understanding that may be beneficial in future applications for training as a Psychological Wellbeing Practitioner.</p>
Key accountabilities	<ul style="list-style-type: none"> • co-facilitate with a PWP the delivery of Step 2 psycho-educational groups to people with a common mental health problem; • undertake patient-centred discussions to support the delivery of evidence-based treatment, and ensure patients access the most appropriate treatment pathways for their difficulties; • support the continued assessment of risk for patients who may be experiencing suicidal ideation; • support the continued contact for patients waiting for an intervention; • discuss with patients the role and purpose of additional support options available to them as part of the service; • adhere to an agreed activity contract relating to the overall number of client contacts offered, and support sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient; • attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate; • complete all requirements relating to data collection within the service; • keep coherent records of all patient activity in line with service protocols and use these records and clinical outcome data in decision making, ensure regular updating of the IAPTus database; • work closely with other members of the team ensuring appropriate

	<p>support is delivered;</p> <ul style="list-style-type: none"> • assess and integrate issues surrounding work and employment into the overall therapy process; • operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity; • prepare and present information for all relevant patients to supervisors within the service on an agreed and scheduled basis in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered; • respond to and implement supervision suggestions by supervisors in practice; • engage in and respond to personal development supervision to improve competences and clinical practice. • to support the development of information systems and engage in service evaluation, outcome measurement, audit and research projects to benefit service users.
	<p>Professional</p> <p>Ensure the maintenance of standards of practice according to the employer and any regulating, and keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Service Framework, National Institute for Clinical Excellence).</p> <p>Ensure that client confidentiality is protected at all times.</p> <p>Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.</p> <p>Ensure clear objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.</p> <p>Participate in individual performance review and respond to agreed objectives.</p> <p>Keep up to date all records in relation to Continuing Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.</p> <p>Attend relevant conferences / workshops in line with identified professional objectives.</p>
	<p>General</p> <p>To contribute to the development of best practice within the service.</p> <p>To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.</p> <p>All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.</p>

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.

It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

Other:

- promote the service to clients and relevant stakeholders by raising awareness and understanding of the role of the service within
- attend staff meetings as and when required;
- work as a team-member sharing skills, and contribute to the smooth running and good reputation of the organisation;
- take an active part in training of volunteers;
- be committed to your own personal development and actively contribute to training and development opportunities in accordance with organisational need;
- ensure that all duties and services provided are in accordance with the Trust's Equality and Diversity Policy;
- participate in staff supervision and, where applicable clinical supervision, in line with supervision policy and procedure;
- comply with individual responsibilities in relation to health and safety in the workplace in accordance with the Trust's Health and Safety Policy and procedures;
- Contribute generally to the work of Inclusion; undertake such other tasks as are appropriate to the nature and scope of the post.

Communication & administration:

- To keep all relevant records and information pertaining to area of responsibility and report information, where necessary your line manager, whilst working within the agreed administration procedures.
- Ensure that your line manager is fully informed of any issues, which may impact the quality of service provision.
- To attend all relevant meetings both internally and externally.
- To provide reports as and when required.

Risk Assessment:

- Must follow all risk assessments plans
- Must report any area of risk and/or changes or concerns
- Must review and update all risk assessments
- Must carry out risk assessments as necessary and have these

	<p>verified/authorised by your line manager.</p> <ul style="list-style-type: none"> • Must liaise with third parties regarding risk and risk assessments as required

Dimensions	Direct reports	0
	Total staff overseen	0
	Internal contacts	Many
	External contacts	Many
	Planning outlook	
	Problems solved	
	Financial authority	Petty cash handling

PERSON SPECIFICATION

Job title	Psychological Wellbeing Practitioner
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Personal effectiveness	Essential	Desirable
	Demonstrates an understanding of anxiety and depression and how it may present in Primary Care	<p>Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health</p> <p>Knowledge of medication used in anxiety and depression and other common mental health problems</p> <p>Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post</p>

Technical effectiveness	Essential	Desirable
	<p>Level 2 qualifications in English and Maths (GCSE or equivalent)</p> <p>Psychology or other health related undergraduate degree.</p>	Psychology or other health related postgraduate degree

Acquired experience & qualifications	Essential	Desirable
	<p>Ability to evaluate and put in place the effect of training</p> <p>Computer literate</p>	<p>Received training (either formal or through experience) and carried out risk assessments within scope of practice</p> <p>Experience of working in Primary Care Services</p>

	<p>Excellent verbal and written communication skills, including telephone skills</p> <p>Able to develop good therapeutic relationships with clients</p> <p>Evidence of working with people who have experienced a mental health problem</p> <p>Demonstrates high standards in written communication</p> <p>Able to write clear reports and letters.</p>	<p>Worked in a service where agreed targets in place demonstrating clinical outcomes</p> <p>Ability to manage own caseload and time</p> <p>Evidence of working in the local community</p>
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Other requirements	Essential	Desirable
	<p>Car driver and ability and willingness to travel to locations throughout the organisation</p> <p>High level of enthusiasm and motivation.</p> <p>Advanced communication skills</p> <p>Ability to work within a team and foster good working relationships</p> <p>Ability to use clinical supervision and personal development positively and effectively</p> <p>Ability to work under pressure</p> <p>Regard for others and respect for individual rights of autonomy and confidentiality</p> <p>Ability to be self reflective, whilst working with service users, in own personal and professional development and in supervision</p>	<p>Fluent in languages other than English</p>