

## JOB DESCRIPTION

<b>Job title</b>	Service Based Face to Face Group and Workshop Psychological Wellbeing Practitioner
<b>Sector/Function</b>	Mental Health
<b>Department</b>	Talking Therapies
<b>Reports to</b>	PWP Team Leader /Clinical Lead / Operations Manager
<b>Grade</b>	3

<b>Job purpose</b>	<p>The post-holder will deliver 80% face to face groups and workshops within the IAPT service alongside providing high volume low intensity interventions which will be a range of cognitive behavioural therapy (CBT) based self-management interventions to service to clients 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>
<b>Key accountabilities</b>	<p><b>Clinical</b></p> <p>Accept referrals via agreed protocols within the service.</p> <p>Assess and supports people with a common mental health problem in the self-management of their recovery.</p> <p>Undertakes patient-centred interviews which identifies areas where the person wishes to see change and or recovery and makes an accurate assessment of risk to self and others.</p> <p>Make decisions on suitability of new referrals, adhering to the department's referral protocols, refers unsuitable clients on to the relevant service or back to the referral agent as necessary or steps-up the person's treatment to high intensity psychological therapy.</p> <p>Deliver at least 80% of low intensity interventions via face to face groups and workshops.</p> <p>Provide a range of information and support for evidence based high-volume low-intensity psychological treatments. This may include guided self-help computerised CBT, information about pharmacological treatments. This work may be face to face, telephone or via other media.</p> <p>Educate and involve family members and others in treatment as necessary.</p> <p>Adhere to an agreed activity contract relating to the overall number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.</p>

	<p>Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.</p> <p>Complete all requirements relating to data collection within the service.</p> <p>Keep coherent records of all clinical activity in line with service protocols and use these records and clinical outcome data in clinical decision making.</p> <p>Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.</p> <p>Assess and integrate issues surrounding work and employment into the overall therapy process.</p> <p>Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.</p> <p>Prepare and present clinical information for all patients on their caseload to clinical case management 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.</p> <p>Respond to and implement supervision suggestions by supervisors in clinical practice.</p> <p>Engage in and respond to personal development supervision to improve competences and clinical practice.</p>
	<p><b>Professional</b></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>

	Attend relevant conferences / workshops in line with identified professional objectives.
	<p><b>General</b></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 and safety of colleagues, patients and the general public.</p> <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.</p> <p>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.</p> <p>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.</p>

<b>Dimensions</b>	Direct reports	
	Total staff overseen	
	Internal contacts	
	External contacts	
	Planning outlook	
	Problems solved	
	Financial authority	

## PERSON SPECIFICATION

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<b>Personal effectiveness</b>	<b>Essential</b>	<b>Desirable</b>
	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>

		Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post
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<b>Technical effectiveness</b>	Essential	Desirable
	Post / Under Graduate Certificate in Low Intensity Psychological Interventions from a BABCP accredited course	<p>Training in nursing, social work, occupational therapy, counselling or within a psychological therapy.</p> <p>Psychology or other health related undergraduate degree.</p> <p>Psychology or other health related postgraduate degree</p>

<b>Acquired experience &amp; qualifications</b>	Essential	Desirable
	<p>Ability to evaluate and put in place the effect of training</p> <p>Computer literate</p> <p>Excellent verbal and written communication skills, including telephone skills</p> <p>Experience of delivering groups and workshops</p> <p>Able to develop good therapeutic relationships with clients in large group settings and on a 1;1 basis</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>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>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>

<b>Other</b>	Essential	Desirable
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<b>requirements</b>	High level of enthusiasm and motivation.  Advanced communication skills  Ability to work within a team and foster good working relationships  Ability to use clinical supervision and personal development positively and effectively  Ability to work under pressure  Regard for others and respect for individual rights of autonomy and confidentiality  Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervision	Car driver and/or ability and willingness to travel to locations throughout the organisation  Fluent in languages other than English
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