

## JOB DESCRIPTION

<b>Job title</b>	Assistant Psychologist
<b>Sector/Function</b>	Substance Misuse
<b>Department</b>	Psychology
<b>Reports to</b>	Forensic/Clinical/Counselling Psychologist
<b>Grade</b>	2

<b>Job purpose</b>	To support and assist in the development, delivery and evaluation of an evidence-based model of psycho-social interventions for substance misuse in Turning Point DAWS (Drug & Alcohol Wellbeing Service). The Assistant Psychologist will deliver some aspects of interventions for co-existing mental health problems in individual or group settings. The role will also involve audit and evaluation of a range of psycho-social interventions delivered by Turning Point staff. The post will have the capacity for carrying out research on a specified aspect of clinical intervention in accordance with service needs and priorities.
<b>Key accountabilities</b>	<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>▪ To assist in the formulation and delivery of care planned interventions involving psychological treatment of clients' problems, under the supervision of a qualified clinical psychologist, in clinic and community settings.</li> <li>▪ To manage a clinical caseload with number of service users supported agreed with the Forensic/Clinical/Counselling Psychologist.</li> <li>▪ To co-facilitate psycho-educational, motivational and cognitive behavioural group sessions for clients with substance misuse problems.</li> <li>▪ To deliver Motivational Enhancement Therapy interventions under the supervision of the Forensic/Clinical/Counselling Psychologist.</li> <li>▪ To work with project workers in the care planning and reviews of clients in recovery.</li> <li>▪ To assess and integrate issues surrounding work and employment, housing, finances etc and other areas of life that impact on an individual's well-being into the overall therapy/treatment process</li> <li>▪ To support and optimise opportunities to involve family and concerned others within the service user's, and/or their own recovery journey.</li> <li>▪ To build and develop resource materials for use in individual and group treatments.</li> <li>▪ To assist in the development of a psychologically based framework of understanding and intervention to the benefit of clients and staff across the service.</li> <li>▪ To participate in the involvement of Service Users in service developments and in gaining meaningful feedback from Service Users to influence further service modifications.</li> <li>▪ To work within professional guidelines and support the systematic governance of psychological practice within the service/team,</li> </ul>

	<p>identifying and making use of opportunities for Continuing Professional Development.</p> <p>To liaise with other agencies with regard to psychological aspects of client care</p> <ul style="list-style-type: none"> <li>▪ To assist the Forensic/Clinical/Counselling Psychologist in teaching psychological aspects of substance misuse treatment to relevant partner agencies, such as mental health services and community resources</li> <li>▪ To support the Forensic Psychologist in developing and delivering training for staff, peer mentors and partner agencies</li> </ul>
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	<p><b>Business Development</b></p> <ul style="list-style-type: none"> <li>▪ To support the Forensic/Clinical/Counselling Psychologist, Operations Manager and Clinical Lead in service developments as required</li> <li>▪ To support organisational developments, such as information, consultation and/or review for tenders or business developments</li> </ul>
	<p><b>Business Planning</b></p> <ul style="list-style-type: none"> <li>▪ To support the Clinical/Counselling Psychologist and Operations Manager in implementation of the Service Business Plan</li> <li>▪ To adhere to and encourage other staff members to work to the Service's Business plan</li> </ul>
	<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>▪ The post holder will not line manage any other staff but may assist in the induction and development of Peer Mentors, Volunteers and other paid staff</li> </ul>
	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>▪ All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, clients and the general public.</li> </ul>

	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>▪ To contribute to the risk assessment and risk management for relevant individual clients with reference to Turning Point policies and procedures under the supervision of the Forensic/Clinical/Counselling Psychologist.</li> </ul>
	<p><b>Quality</b></p> <ul style="list-style-type: none"> <li>▪ To receive regular clinical and managerial supervision from the Principal Forensic/Clinical/Counselling Psychologist in accordance with professional practice guidelines.</li> <li>▪ To contribute to the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, e.g. BPS, 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 as advised by Forensic/Clinical/Counselling Psychologist.</li> <li>▪ To assist in monitoring and evaluating the service by undertaking service-related research and evaluation projects.</li> <li>▪ To undertake data collection, analysis, the production of reports and summaries using IT and statistical programmes.</li> <li>▪ To undertake searches of evidence-based literature and research to assist the Forensic/Clinical/Counselling Psychologist.</li> <li>▪ To support the Operations Manager and assist in the collation of information for audits and inspections, including Turning Point's Internal Quality Assessment Toolkit (IQUAT), Care Quality Commission audits and other audits/inspection as required.</li> </ul> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>▪ All employees have a responsibility and a legal obligation to ensure that information processed for both clients 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, Mental Health and Primary Care Services.</li> <li>▪ Keep up to date all records in relation to continued professional development (CPD) and ensure personal development plan maintains up to date knowledge of latest theoretical and service delivery models/developments.</li> </ul>

	<b>Financial</b> <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>
	<b>Property Management</b> <ul style="list-style-type: none"> <li>None</li> </ul>
	<b>Self Development</b> <ul style="list-style-type: none"> <li>Attend all mandatory and relevant to the role training.</li> <li>Attend relevant conferences / workshops in line with identified professional objectives.</li> <li>Attend clinical/managerial supervision on a regular basis as agreed with Service Manager/ Forensic/Clinical/Counselling Psychologist.</li> <li>Participate in individual performance review and respond to agreed objectives.</li> </ul>
	<b>Organisational Values</b> <ul style="list-style-type: none"> <li>Turning Point is committed to valuing and promoting diversity in service delivery. 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> </ul>
	<b>Other Duties</b> <ul style="list-style-type: none"> <li>To maintain and develop IT skills appropriate to the demands of the post.</li> <li>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.</li> </ul>

<b>Dimensions</b>	Direct reports	<ul style="list-style-type: none"> <li>Performance evidencing, data collation and assistance with research project</li> <li>Clinical duties</li> </ul>
	Total staff overseen	<ul style="list-style-type: none"> <li>0</li> </ul>
	Internal contacts	<ul style="list-style-type: none"> <li>Service users; peer mentors; Multi-disciplinary Teams</li> </ul>
	External contacts	<ul style="list-style-type: none"> <li>Partner Agencies</li> </ul>

	Planning outlook	
	Problems solved	
	Financial authority	<ul style="list-style-type: none"><li>▪ Responsible for petty cash and clinical costs</li><li>▪ No other financial responsibilities</li></ul>

## PERSON SPECIFICATION

Job title	Assistant Psychologist
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	<ul style="list-style-type: none"><li>▪ Able to develop effective professional relationships with staff and other agencies</li><li>▪ Able to work independently (planning own workload), reliably and consistently with work agreed and managed at regular intervals under the direct support and supervision of a qualified psychologist and line manager.</li><li>▪ An interest in working with issues that affect individuals' well-being and adopt a person centred approach valuing both a harm reduction approach and abstinence-based approach to treatment.</li><li>▪ High level of enthusiasm and motivation</li><li>▪ Able to accept and use supervision appropriately and effectively.</li><li>▪ Able to prioritise workload and to work under pressure</li></ul>	
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Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Excellent verbal and written communication skills</li> <li>▪ Good understanding of issues surrounding clinical risk</li> <li>▪ Demonstrate a sound understanding of the principles surrounding safeguarding and risk management</li> <li>▪ Demonstrates a knowledge of the issues surrounding work and other social factors: the impact they can have on mental health and substance use</li> <li>▪ Demonstrates an understanding for the need to use evidence-based psychological therapies and how they relate to substance misuse services</li> <li>▪ An ability to apply existing psychological knowledge to mental health and addictions</li> <li>▪ Some knowledge and understanding of cognitive-behavioural principles for treatment of mental health problems</li> <li>▪ Computer literate</li> <li>▪ Audit &amp; research skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of data analysis using statistical software</li> <li>▪ Knowledge of psychological issues related to substance misuse</li> </ul>

Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Hons Degree in Psychology at 2:1 or above.</li> <li>▪ Graduate Membership of the British Psychological Society</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Experience of paid or voluntary work with people with mental health problems and/or substance misuse problems in a health or social care setting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Further post-graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.</li> <li>▪ Experience of working as a Psychology or Research Assistant</li> <li>▪ Experience of working as part of a multidisciplinary team</li> <li>▪ Experience of working with individuals with challenging behaviours</li> <li>▪ Experience of administering questionnaires or standardised psychometric tests</li> </ul>

Other requirements	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ Ability and willingness to travel to locations throughout the organisation</li> </ul>	