

## JOB DESCRIPTION

<b>Job title</b>	Senior Assistant Psychologist
<b>Sector/Function</b>	Mental Health & Substance Misuse
<b>Department</b>	Leicester, Leicestershire and Rutland
<b>Reports to</b>	Forensic/Clinical/Counselling Psychologist
<b>Grade/Salary</b>	3

<b>Job purpose</b>	<ul style="list-style-type: none"> <li>To support clients with co-existing mental health and substance misuse difficulties.</li> <li>Under supervision of the team Psychologist, to identify and plan interventions for clients based on mental health and substance misuse need.</li> <li>To complete, collate and analyse outcome measures for psycho-social interventions and engage in service-related research as appropriate.</li> <li>The role will involve management of databases, and audit and evaluation of treatment efficacy.</li> <li>To liaise with the multidisciplinary team and partner agencies.</li> </ul>
<b>Key accountabilities</b>	<ul style="list-style-type: none"> <li>To undertake research and support the delivery of evidence-based psychosocial interventions for clients with co-existing mental health and substance misuse difficulties.</li> <li>To assist in the development of a psychologically informed framework for working with clients and staff across the organisation.</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 psycho-social practice within the team, identifying and making use of opportunities for Continuing Professional Development.</li> <li>To support the development of group and individual interventions within the service.</li> </ul> <p>To ensure quality standards are maintained by:-</p> <ul style="list-style-type: none"> <li>Actively engaging in regular clinical and managerial supervision in accordance with professional practice guidelines.</li> <li>Contributing to the maintenance of standards of practice according to Turning Point 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.</li> <li>Undertaking data collection, analysis, the production of reports and summaries using IT and statistical programmes.</li> <li>Undertaking searches of evidence-based literature and research to assist the team Psychologist.</li> <li>Participate in all internal and external audits and inspections for the service.</li> </ul> <p>To continuously review own performance and development needs to assist growth and development by:-</p> <ul style="list-style-type: none"> <li>Participating in open two-way dialogue during Performance Management meetings, agreeing own task and development objectives and reviewing these</li> </ul>

	<p>and overall performance against the competency framework.</p> <ul style="list-style-type: none"> <li>• Participating in training and other development opportunities as agreed within the Performance Management process</li> </ul>
	<p>To ensure Health &amp; Safety standards are maintained and risk is mitigated to the lowest level possible by:-</p> <ul style="list-style-type: none"> <li>• Ensuring a safe working environment for self, and where appropriate, the team</li> <li>• Ensuring a good standard of housekeeping is maintained within own working area</li> <li>• Ensuring risk assessments are completed when appropriate</li> <li>• Taking personal responsibility for own safety e.g. reporting concerns, ensuring appropriate vaccinations and eye tests etc. are obtained</li> <li>• Complying with all H&amp;S policies and procedures including serious untoward incidents and accident reporting</li> </ul>
	<ul style="list-style-type: none"> <li>• Undertaking any other duties reasonably requested by the line manager</li> </ul>
	<p>To ensure compliance with internal and external standards and codes of conduct by-</p> <ul style="list-style-type: none"> <li>• Meeting all regulatory requirements</li> <li>• Complying with Turning Point's Code of Conduct, policies and procedures</li> <li>• Working proactively to safeguard children and vulnerable adults</li> <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.</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>
	<p>To assist the Psychologist in the implementation, development and delivery of the psychosocial interventions by:-</p> <ul style="list-style-type: none"> <li>• Assisting in the development and implementation of procedures and policies.</li> <li>• Attending relevant internal and external meetings as requested.</li> </ul>
	<p>To work collaboratively to develop the team by:-</p> <ul style="list-style-type: none"> <li>• Developing and co-ordinating professional links with other statutory and voluntary providers, ensuring a corporate approach is adopted.</li> <li>• Ensuring the team and the wider organisation of Turning Point is represented in a professional manner at all times.</li> <li>• Proactively contributing to continuously improving the delivery of psychosocial interventions by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working.</li> <li>• Meeting agreed performance targets and outcomes.</li> </ul>
	<p>To ensure all interventions are developed and delivered in accordance with recognised standards by: -</p> <ul style="list-style-type: none"> <li>• Ensuring all services are delivered within NICE policy, BPS guidance, CQC standards and other national and regulatory policies, procedures and standards</li> </ul>

	<p>To ensure knowledge and Continued Professional Development are maintained, including BPS registration (where applicable)</p> <p>Be professionally obliged to act only within and not beyond the boundaries of their knowledge and competence.</p>	
<b>Dimensions</b>	Direct reports	
	Internal contacts	<ul style="list-style-type: none"> <li>▪ Psychologist</li> <li>▪ Operational Team Leader</li> <li>▪ AP colleagues</li> <li>▪ Team colleagues</li> <li>▪ Peer Mentors</li> <li>▪ TP Central Support services</li> <li>▪ Colleagues across Business Units</li> <li>▪ National Clinical Lead roles e.g. Consultant Psychologist</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)</li> </ul>