

JOB DESCRIPTION

Job title	Cognitive Behavioural Therapist
Sector/Function	Mental Health
Department	Commercial Ventures Talking Therapies: Rightsteps and livelife
Reports to	Team Leader / Service Manager
Grade	4

Job purpose	To provide telephone based CBT to clients accessing the livelife or Rightsteps Therapy services, providing high support to clients experiencing issues relating to their emotional wellbeing in order to help turn lives around
Key accountabilities	<p><u>CLINICAL</u></p> <p>To carry out specialist psychological assessments of clients referred to the service, based upon the appropriate use, interpretation and integration of complex psychological data from a variety of sources including psychological, self-report measures, rating scales, observations and semi-structured interviews with clients and others involved in the client's care, in order to reach a psychological formulation of the client's difficulties. To formulate and implement plans for the formal psychological treatment and/or management of clients' mental health problems, based upon an appropriate conceptual framework of the client's problems, and to practice within the context of evidence based approaches and the overall therapeutic approach/ philosophy of the service.</p> <p>To support the line manager to meet the statutory / contractual requirements of the service specification and prepare for all internal and external service audits/inspections.</p> <p>To support psychological practice within the team through consultation, supervision, formulation and training and by participating in systematic clinical governance.</p> <p>To work with complex presentations suitable for CBT in the team, utilising a high level of knowledge and experience and adapting models and approaches as appropriate, with regard to evidence-based practice.</p> <p>To be responsible for holding and managing a clinical caseload and to exercise autonomous professional responsibility for the planning and prioritising of own workload and the assessment, treatment and discharge of clients, within the bounds of the service operational policy.</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> ○ Accept referrals via agreed protocols within the service. ○ Assess and support people with issues relating to their emotional / mental

	<p>health, promoting self-management approaches as part of their recovery.</p> <ul style="list-style-type: none"> ○ To undertake risk assessment, formulation and management for individual clients and to provide advice to other professionals on psychological aspects of risk assessment, formulation and management, in order to contribute to effective and therapeutic management of risk. Make decisions on suitability of new referrals, adhering to the service's referral protocols or refers unsuitable clients on to the relevant services. ○ Provide a range of information and support. This may include Cognitive Behavioural Therapy, guided self-help or access to computerised support and information. This work may be by telephone or via other media. ○ Adhere to an agreed activity contract relating to the overall number of clients supported and sessions carried out per week in order to minimise waiting times and ensure support delivery remains accessible and convenient. ○ Attend team meetings relating to the service where appropriate. ○ Complete all requirements relating to data collection within the service. ○ Keep coherent records of all activity in line with service protocols and use these records and in decision making. ○ Work closely with other members of the team ensuring that appropriate support is provided to all clients accessing support. ○ 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 clients on their caseload to 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. ○ To receive regular clinical professional supervision in accordance with professional and service guidelines and policies To engage in Continued Professional Development in line with a professional development plan and in keeping with service needs (as agreed with the line manager and clinical supervisor).
	<p>Professional</p> <ul style="list-style-type: none"> ○ To ensure required registration/accreditation is maintained, complying with Continuing Professional Development requirements to maintain registration/accreditation. Ensure the maintenance of standards of practice according to the employer and any regulating standards, 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, British Association for Behavioural and Cognitive Psychotherapies [BABCP]) ○ To ensure that client confidentiality is protected at all times. ○ Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems. ○ Ensure clear objectives are identified, discussed and reviewed with line manager and clinical supervisor on a regular basis as part of continuing professional development. ○ Participate in individual performance review and respond to agreed

	<p>objectives.</p> <ul style="list-style-type: none"> ○ 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. ○ Attend relevant conferences / workshops in line with identified professional objectives.
	<p>General</p> <ul style="list-style-type: none"> ○ To participate in identifying and implementing the development of a high quality, responsible and accessible service, in consultation with the line manager and clinical supervisor. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services. ○ The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities. ○ 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. ○ 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), GDPR (2016) 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

Dimensions	Direct reports	Line Manager Clinical Supervisor
	Total staff overseen	N/A
	Internal contacts	Central support services Team leaders and Clinical Supervisor Clinical Lead Operations Manager Administration team
	External contacts	Regulatory bodies Primary and secondary care staff in the health Community Primary care trusts Universities GP practices Community health providers Third sector organisations
	Planning outlook	N/A
	Problems solved	N/A
	Financial authority	N/A

PERSON SPECIFICATION

Job title	Telephone based CBT therapist	
Personal effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ○ Able to develop good therapeutic relationships with clients ○ High level of enthusiasm and motivation ○ Advanced communication skills, including telephone skills ○ Ability to work within a team and foster good working relationships ○ Ability to work under pressure ○ Ability to manage own caseload and time 	<ul style="list-style-type: none"> ○
Technical effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> ○ Computer literate ○ Demonstrates an understanding of anxiety and depression and how it may present in Primary Care ○ Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post 	<ul style="list-style-type: none"> ○ Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health ○ Knowledge of medication used in anxiety and depression and other common mental health problems ○ Ability to teach and train others, using a variety of complex multi-media materials suitable for presentations within public and professional settings.
Acquired experience & qualifications	Essential	Desirable
	<ul style="list-style-type: none"> ○ Registration with appropriate professional body BPS, BABCP or HCPC ○ Knowledge to a degree or equivalent level acquired through previous experience. ○ Recognised/accredited postgraduate qualification in Cognitive Behavioural Psychotherapy (Diploma or above). ○ A recognised qualification in one of the core mental health professions recognised by BABCP, e.g. psychiatric nursing, clinical psychology, medicine, social work, occupational therapy or counselling AND current registration with the core professional body, OR evidence of having achieved the Knowledge Skills and Attitudes (KSA) route to BABCP accreditation. ○ Substantial experience in mental health after completing core professional qualification. 	<ul style="list-style-type: none"> ○ Accreditation with the British Association for Behavioural and Cognitive Psychotherapy (BABCP). Psychology or other health related undergraduate degree. ○ Experience of working in Primary Care Services ○ Evidence of post qualification training in clinical supervision ○ Worked in a service where agreed targets in place demonstrating clinical outcomes ○ Experience in providing clinical supervision ○
Other requirements	Essential	Desirable
	<ul style="list-style-type: none"> ○ 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 ○ Enhanced DBS clearance 	<ul style="list-style-type: none"> ○ Car driver and/or ability and willingness to travel to locations throughout the organisation