

## JOB DESCRIPTION

<b>Job title</b>	CBT Therapist – Psycho-Social Interventions Lead
<b>Sector/Function</b>	Substance Misuse
<b>Department</b>	Wakefield
<b>Reports to</b>	Operations Manager
<b>Grade</b>	4

<b>Job purpose</b>	To manage, implement and quality audit Turning Point community substance misuse service's Psycho Social interventions (PSI), both individual and group-based, within Wakefield. The PSI Lead Therapist will provide clinical guidance and training for the teams to ensure high quality interventions are offered. To provide regular clinical and line management supervision encouraging reflective practice and support all internal and external audits and inspections. To work in line with regulatory and professional body guidance and policy. To inspire the teams and have an inclusive and participatory management style.
<b>Key accountabilities</b>	<p>Service delivery:</p> <ul style="list-style-type: none"> <li>▪ To ensure the systematic provision of high quality Psycho Social Interventions, including psychological interventions. To emphasise quality of recovery Planning and review and to ensure that individual and group interventions are delivered to a high quality throughout the service.</li> <li>▪ To provide cognitive-behavioural assessments and formulations of Service Users based upon appropriate use of data from a variety of sources including psychological tests, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews with clients, other professionals, family members and others involved in the client care.</li> <li>▪ To work autonomously within professional guidelines and exercise responsibility for the systematic governance of psycho-social practice within the services. To ensure that systems are in place and working effectively for the clinical supervision of group facilitators within the service, including clear systems for effective recruitment and identification of CPD needs across the services.</li> <li>▪ To provide an advisory service on matters related to the practice and delivery of Cognitive Behavioural Therapy and other psycho-social interventions to individuals/groups/committees within the field of Substance Misuse, across the organisation and local agencies and organisations, including Public Health colleagues and other voluntary agencies.</li> <li>▪ To ensure that all members of the clinical team have access to a therapeutic framework through the provision of advice and consultation and the dissemination of cognitive-behavioural knowledge, research and theory.</li> <li>▪ To assess and integrate issues surrounding work and employment, housing, finances and other areas of life that impact on an individual's well-being into the overall therapy/treatment process.</li> <li>▪ To promote and maintain links with Primary Care and Secondary Care Staff to help co-ordinate the provision of an effective Psychological Therapies Service.</li> </ul> <p>DANOS: AA2:AA3:AA4:AA5:AA6:AB1:AB2:AB3:AB8:AB9:AB10:AD1:AF3:AG1:AG2:AG3</p> <p>Service and Business Development:</p> <ul style="list-style-type: none"> <li>▪ Developing and co-ordinating professional links with other statutory and voluntary service providers, ensuring a corporate approach is adopted.</li> <li>▪ Assisting in establishing formal communication / support / education structures</li> </ul>

	<p>for statutory and voluntary service providers throughout the Local area.</p> <ul style="list-style-type: none"> <li>▪ Ensuring the service and the wider organisation of Turning Point is represented in a professional manner at all times.</li> <li>▪ Proactively contributing to continuously improving services by making positive suggestions, providing constructive feedback and assisting in the implementation of agreed new ways of working.</li> <li>▪ Ensuring day-to-day delivery of service provision embeds and extends Turning Point's person centred approach.</li> <li>▪ Meeting agreed performance targets and outcomes</li> <li>▪ Supporting Operations Manager and Senior Operations Manager in service developments as required.</li> <li>▪ Supporting organisational developments, such as information, consultation and/or review for tenders or business developments.</li> <li>▪ To support Operations Managers in the compilation of Service Business Plans.</li> <li>▪ To adhere to and encourage other staff members to work to Service Business plans.</li> </ul> <p>DANOS:AG3:BD3:BB1:BI1:BI2</p>
	<p>People Management:</p> <ul style="list-style-type: none"> <li>▪ To provide clinical supervision to other members of the team in line with professional/national standards. This includes supervision of Recovery Workers, Support Workers, Peer Mentors and placement/training CBT Therapists</li> <li>▪ To perform regular professional appraisals of staff within the services.</li> <li>▪ To link Service and organisational objectives to individual objectives through supervision and appraisals.</li> <li>▪ Allocating work to team members.</li> <li>▪ Overseeing the completion of tasks in a timely and effective manner.</li> <li>▪ Ensuring that required quality standards are met.</li> <li>▪ Encouraging a participative style and an environment of continuous improvement.</li> <li>▪ Supervising other members of the team, both clinical and non-clinical, in line with Turning Point Policy and national policy.</li> <li>▪ Coaching and mentoring team members well to undertake tasks effectively.</li> <li>▪ Undertaking return to work interviews after absence, liaising with the Operations Manager and Senior Operations Manager regarding areas of concern.</li> <li>▪ Inducting new employees and liaising with Operation Managers regarding probationary period reviews.</li> <li>▪ Under guidance undertaking requirements of the performance management system liaising with the Operations Managers regarding the level of performance and competency of team members.</li> </ul> <p>DANOS: AC2:AC3:AC4</p>
	<p>Health and Safety and Risk Management:</p> <ul style="list-style-type: none"> <li>▪ All employees have a duty and responsibility for their own health and safety and the health of safety (H&amp;S) of colleagues, patients and the general public.</li> <li>▪ Ensuring a safe working environment for self, and where appropriate, the team</li> <li>▪ Ensuring good standard of housekeeping is maintained with own area</li> <li>▪ Complying with all H&amp;S policies and procedures including Serious Untoward Incidents and Accident reporting</li> <li>▪ To undertake risk assessment and risk management for relevant individual Service Users and to provide both general and specialist advice for other staff on</li> </ul>

	<p>cognitive-behavioural aspects of risk assessment and risk management.</p> <ul style="list-style-type: none"> <li>▪ Work proactively to safeguard children and vulnerable adults.</li> </ul> <p>DANOS: AB3:AB4:AB5:AB8</p>
	<p>To undertake any other duties reasonably requested by the line manager</p>
	<p>Quality:</p> <ul style="list-style-type: none"> <li>▪ Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies, e.g. BABCP, 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>▪ To take a leading role in monitoring and evaluating the service by initiating, designing and undertaking/supervising service-related research and evaluation projects.</li> <li>▪ Participating and utilising management information and data collection systems as appropriate.</li> <li>▪ To contribute to the development of best practice and continuous service within the services.</li> <li>▪ To carry out audit, policy, service development and research activities and/or programmes. To support the Operations Manager and drive the collation of information for audits and inspections, including Turning Point's Internal Quality Assessment Toolkit (IQAT), CQC audits and other audits/inspection as required.</li> <li>▪ Ensuring record keeping is maintained effectively to the required standard at all times and contributing to service monitoring requirements.</li> <li>▪ Undertaking responsibility for clinical risk and needs assessment and the formation and implementation of management plans.</li> </ul> <p>DANOS: AA2:AA3:AA4:AA5:AA6:AB1:AB2:AB3:AB8:AB9:AB10:AD1:AF3:AG1:AG2:AG3</p>
	<p>Compliance:</p> <ul style="list-style-type: none"> <li>▪ To independently work towards or maintain accreditation with the British Association of Behavioural and Cognitive Psychotherapies (BABCP) and to meet all requirements associated with the role of a CBT Therapist specified therein</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 in relation to Substance Misuse, 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 specialist knowledge of latest theoretical and service delivery models/developments.</li> </ul> <p>DANOS:AH1:AH2:AH4:AH5:AH6:AH7:AH8:AH9:AH10:AH11:AH12</p>
	<p>Finance</p> <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>
	<p>Self Development:</p> <ul style="list-style-type: none"> <li>▪ Attend relevant conferences / workshops in line with identified professional objectives.</li> <li>▪ Attend clinical/managerial supervision on a regular basis as agreed with the Clinical Lead and Head of Psychology.</li> <li>▪ Participate in individual performance review and respond to agreed objectives.</li> </ul>

	<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> <li>▪ To maintain and develop IT skills appropriate to the demands of the post.</li> </ul> <p>DANOS: AC1:AC2</p>
--	--

<b>Dimensions</b>	Direct reports	Counselling Coordinator
	Total staff overseen	Up to 15 placement therapists and counsellors
	Internal contacts	<ul style="list-style-type: none"> <li>▪ Line managed by Operations Manager, clinical supervision by Head of Psychology</li> <li>▪ Operations Manager</li> <li>▪ Clinical colleagues</li> <li>▪ Team colleagues</li> <li>▪ Peer Mentors</li> <li>▪ Senior Operations Manager</li> <li>▪ TP Central Support services</li> <li>▪ Colleagues across Turning Point in Substance Misuse, Mental Health and Learning Disability</li> <li>▪ National Clinical Lead roles e.g. Head of Psychology</li> <li>▪ Clinical, Counselling and Forensic Psychologist colleagues and PSI Leads in other Turning Point services.</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) in local area</li> <li>▪ Regulatory bodies</li> <li>▪ Local community members</li> <li>▪ Advocacy /Service User forums</li> </ul>
	Planning outlook	<ul style="list-style-type: none"> <li>▪ Typically up to 4 months in advance. Planning caseloads and interventions. But will work within the Service Annual Plan.</li> </ul>
	Problems solved	<ul style="list-style-type: none"> <li>▪ Caseload delivery</li> <li>▪ Clinical delivery, PSI specialism</li> <li>▪ Psycho-social options for Service Users</li> <li>▪ Meeting Service Needs and Demand</li> <li>▪ Meeting the needs of family / friends / carers</li> <li>▪ Line management issues, such as staff sickness, absence, performance etc</li> <li>▪ Problem solving day-to-day delivery issues</li> </ul>
	Financial authority	Access to petty cash and day-to-day purchases within the Grade 4 limits, in line with service requirements, Operations Manager authorisation and organisational Policy / Procedure.