**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Assistant Clinical Psychologist |
| Salary: | Agenda for Change equivalent Band 4. Local Authority Grade 7 £26,873 |
| Grade: | 7 |
| Hours: | Full time 37.5 hours per week |
| Team: | The Clinical Team |
| Service Area: | Children, Education and Families, Corporate Parenting |
| Primary Location: | Oxfordshire - Countywide |
| Budget responsibility: | none |
| Responsible to: | Laura Ogi, Consultant Clinical Psychologist, Clinical Team Lead |
| Responsible for: | N/A |
| Political Restricted Post: | no |

## Job Purpose

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| To contribute as an Assistant Clinical Psychologist to the provision of specialist assessments, formulations and interventions conducted by the Clinical Team. The Clinical Team plays a significant role in facilitating psychological understanding of children, young people an families’ difficulties, and in developing the psychological skills amongst the staff who support them. The appointed Assistant Clinical Psychologist will therefore be required to assist the team in the delivery of psychology consultations, reflective practice groups and staff training. In addition, they will be required to work alongside Clinical Psychologists and multidisciplinary teams to support ongoing therapeutic interventions and, where appropriate, under supervision, to implement and deliver assessments and therapeutic interventions. Furthermore, they will be required to draw upon psychological theory and evidence to contribute to service development through the compilation of psychologically-informed resources and group interventions.  The Assistant Clinical Psychology will undertake clinical administration; participate in audit, service evaluation and/or research, create and edit resources and to undertake teaching and project work under the supervision of qualified Clinical Psychologists. Specific duties will be determined on the basis of skills, experience and operational service requirements, and may therefore vary occasionally as service needs/priorities change.  The post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies. |

## Job Responsibilities

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| **Clinical**   * To undertake level appropriate clinical work under the guidance and leadership of the Clinical Psychologist in your area. * To support assessments, observations, formulations and interventions carried out by others within the team. * To implement and deliver therapeutic interventions, where appropriate, working under supervision * To compile significant event timelines to inform formulations by drawing an a range of information sources. * To develop an appropriate level of understanding within the range of models used across the service. * To participate in the running and development of group programmes. * To contribute to the training and development of other professionals. * To ensure that all activities are conducted according to current policies and procedures. * To be an active participant in and make a positive contribution to the regular team meetings. * To ensure that accurate, regular and confidential records of work undertaken with the young people and families are maintained in accordance with management directions and current policies. This includes maintaining well-ordered casework and administrative records and producing reports to agreed deadlines. * To ensure records and information systems of work undertaken are kept accurately including the inputting and updating of information on the Directorate’s computerised information systems. * To ensure that questionnaire measures are used to evaluate work and that all data is entered onto the team database. * To support data collection, data analysis and literature reviews in the context of service evaluation and/or research.   **Operational**   * To assist in the design and implementation of service development projects. * To attend planning and implementation meetings regarding service developments, as appropriate. * To assist team members in the delivery of training and provision of support to other professional groups in psychological care * To prepare visual aids and undertake other administrative duties as required. * To be responsible for scoring questionnaires, inputting the results and managing the database within the team. * To undertake data collection, analysis of findings and the production of the report of audit outcomes. * To undertake searches of evidence-based literature and research to inform clinical practice and resource development. * To develop bibliotherapy and resources within the teams and develop links with other services and organisations outside of OCC * To perform other duties appropriate to the grade of Assistant Psychologist that may be required by their psychology manager.   **Personal Management and Development**   * To take personal responsibility for contributing to own appraisal, supervision and internal development processes and procedures. * To accept and attend necessary induction, training, advice, instruction and deployment in order that services for young people are provided appropriately and to the highest standards with positive outcomes. * To demonstrate on-going commitment to personal development by undertaking developmental training, research and reading, keeping up to date with best practice and maintaining own CPD records. * To adhere to the professional codes of practice of the Health Professions Council, British Psychological Society and Trust policies and procedures with regards to report writing and clinical record keeping. * To adhere to the professional code of conduct for Assistant Psychologists of the British Psychological Society.   **Employees (Non-managers)**   * Health and Safety Roles and Responsibilities * It is the responsibility of every employee to co-operate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to: * To be part of and promote a positive and pro-active health and safety culture; * Undertake necessary health and safety training; * Ensure you are familiar and comply with the Council’s health and safety policies and procedures; * Ensure risk assessments in accordance with Council procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services; * Follow all appropriate safety instructions and use safety equipment provided; * Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.); * Ensure reasonable precautions are taken to ensure your own safety when travelling alone or visiting service users at home; * Check for and risk assess any known and potential hazards before visiting new service users and premises; * Ensure you leave details of visits and timescales when working away from your office base; * Ensure that, when not returning to the office from a visit you arrange to confirm the conclusion of that visit with a member of the team or other designated contact; * Support your line manager in the delivery of good health and safety practice and the minimising of risks; * Ensure you draw to managers attention health and safety problems or deficiencies you encounter in your work; * Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence. * Use work items provided to you correctly, in accordance with training and instructions * Do not interfere with or misuse anything provided for your health, safety or welfare * Cooperate on all issues involving health and safety   **General:**   * Ensure the highest standards of record keeping including electronic data entry and recording, report writing and responsible exercise of professional self-governance in accordance with professional codes of practice * To maintain up to date knowledge of legislation, national and local policies and practices in relation to working with looked after children, their families and carers. * To promote people’s equality, diversity, rights and responsibilities * To promote anti-oppressive and anti-discriminatory practice * To undertake any other duties appropriate to this post * The post holder is expected to comply with all relevant policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and Confidentiality of Information. * The ability to travel independently to a variety of premises, sometimes at short notice. * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| An upper second class honours degree or higher in psychology. Entitlement to graduate membership of the British Psychological Society | A, D |
| An appropriate level of understanding of the mental health needs of young people. | A, I |
| An ability to apply existing psychological knowledge to a mental health context. | A, I |
| High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive. | A, I |
| Experience in working with databases and data analysis. | A, I |
| Strong IT Skills, including use of Word and Microsoft Outlook | A |
| Good oral communication skills based on fluency in the English language | I |
| An ability to interact effectively with staff from all disciplines. | A,I |
| An ability to engage and work with young people and their families. | A,I |
| Ability to work independently, reliably and consistently with work agreed and managed at regular intervals. | A,I |
| Ensures that organisational values are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly; or raised with the relevant Line Manager; or through the relevant processes within the department as appropriate. | A,I |
| Desirable Criteria | Assessed By: |
| An understanding of the needs of young people and their families who are on looked after, adopted or in SGO placements | A, I |
| An understanding of the needs of young people and their families who are on the edge of care | A, I |
| Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis | A |
| Knowledge of current DOH policies with regards to looked after, adopted and SGO children and mental health. | A,I |
| Work with people with mental health problems and/or within the care system. | A,I |
| High standard of report writing. | A,I |
| Experience or ability to learn to create digital resources (e.g. using video editing software) | A,I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

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