**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: | £28,163 - £33,366 |
| Grade: | OCC 7/8 equivalent to Agenda for Change Band 4 |
| Hours: | 37 |
| Team: | ATTACH |
| Service Area: | Children Education and Families |
| Primary Location: | Union Street, Child and Family Centre, Oxford |
| Budget responsibility: | No |
| Responsible to: | Dr Claire Holdaway (Consultant Clinical Psychologist, ATTACH team) |
| Responsible for: | No |
| Political Restricted Post: | No |

## Job Purpose

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| To contribute as an Assistant Clinical Psychologist within ATTACH, a therapeutic team providing specialist assessment and interventions for children we care for, and those in adoptive and Special Guardianship families. |

## Job Responsibilities

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| .   * To support assessments, observations and interventions carried out by others within the team * To participate in the running and development of group programmes * To play a key role in the administration of Adoption Support Fund applications within the team * To be an active participant in and make a positive contribution to 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 all activities are conducted according to current policies and procedures. * To support data collection, data analysis (scoring questionnaires and managing the database) and literature reviews in the context of service evaluation and/or research. * To assist in the design and implementation of service development projects * To undertake searches of evidence based literature and research to inform clinical practice * To develop bibliotherapy and resources within the teams and developing 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 * 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 County Council policies and procedures. * 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.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| An upper second class honours degree or higher in psychology. Entitlement to graduate membership of the British Psychological Society | D |
| An understanding of the needs of young people and their families who are on the edge of care, children we care for and those in adoptive and SGO families | A, I, P |
| An appropriate level of understanding of the mental health needs of young people. | A, I, P |
| An ability to apply existing psychological knowledge to a mental health context. | A, I, P |
| Knowledge of current DOH policies with regards to children we care for, adopted and SGO children and mental health. | 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.  Experience in working with databases and data analysis.  IT Skills, including use of Word and Microsoft Outlook  High standard of report writing.  Good oral communication skills based on fluency in the English language | A, I, P  A, I  A, I  A  A, I, P |
| An ability to interact effectively with staff from all disciplines.  An ability to engage and work with young people and their families.  Ability to work independently, reliably and consistently with work agreed and managed at regular intervals | A, I  A, I  A |
| 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. | I |
| Desirable Criteria | Assessed By: |
| Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis | A, I |
| Work with people with mental health problems and/or within social care. | 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): |

April 2022