Job Description
Psychotherapist
Clinical

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Job Title	*Psychotherapist*
Location	*The post is located within a designated hub/service.*
Responsible to	*Clinical Director or through delegation to the Lead Clinician for the designated clinical team/locality. The post holder is required to ensure their role delivery and activity meets the agreed expectations of the Lead Clinician.*
Responsible for	*Supervisee's as agreed*
Management Responsibility for	*(Stipulate where agreed)*
Key Internal Contacts	*Other staff within the clinical team* *Staff within the education/care team* *Staff in other departments within the service* *Staff in other services in the Region* *Central Office Staff*
Key External Contacts	*Service User relatives, advocates, and others* *Placing Authorities and Service Providers* *Registration, Regulatory and Inspection bodies* *Local Services – Statutory, Voluntary and Community* *Neighbours*

JOB PURPOSE

Working as part of a clinical team to provide a Psychotherapy service within Outcomes First Group (OFG). To work collaboratively with OFG services, promoting the wellbeing and best interests of the

specific client group and the effectiveness of the service in achieving its aims and objectives. To undertake all aspects of Psychotherapeutic clinical duties, working within the ethical framework provided by the rules of professional conduct. To offer a Psychotherapy service for the specific client group, through direct involvement with them and through working with others that support the client group. To provide advice, information, consultation, reflective practice and training to staff, other members of the clinical team, commissioners, and other agencies regarding the client group.

KEY TASK AREAS & RESPONSIBILITIES: PROFESSIONAL AND CLINICAL

Clinical

- To offer a specialist Psychotherapy service in the specified geographical area.
- To ensure that teams have access to a Psychotherapeutic based framework for the understanding and care of clients, through advice, consultation and the dissemination of knowledge and theory.
- To provide specialist training, reflective practice, consultation, observation, explanation and modelling to staff within the services and support them to carry out their tasks, including implementation of interventions, approaches and strategies to support the client group.
- Represent the Psychotherapy service and/or individual clients at multi-disciplinary meetings, to ensure the delivery of a co-ordinated multidisciplinary service, integrating Psychotherapeutic knowledge where relevant.
- To work collaboratively with education and/or care staff, as a key member of the multidisciplinary team, working together to set targets and as part of an ‘assess, plan, do and review’ model to support the client group.
- To undertake direct intervention with some members of client group, both at individual and group levels.
- To work with own caseload and to provide specialist assessment, intervention and evaluation under the management of Lead Clinician and in consultation with key adults involved.
- To make decisions about Psychotherapeutic intervention options taking into account: OFG approved approaches; relevant evidence-based research, theory and practice; and complex

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- factors concerning historical and development processes which have shaped the specific client group and their families.

- To use OFG approved outcome measures, and other approved methods of evaluation, to monitor and review impact and progress, reassessing and altering interventions/recommendations accordingly following analysis of outcomes.
- To support client group to have a voice, acting as advocates for them when their voice is not understood or heard.
- To ensure appropriate liaison with professionals from external agencies in relation to shared cases, including agencies working with the specific client groups and their carers.
- To participate in the process of the assessment of referrals into the service on request/as part of OFG process.
- To be responsible for monitoring and evaluating risk to/from the specific client group within own caseload.
- To communicate and share information in a highly skilled and sensitive manner with young people, families, other professionals and agencies using the highest levels of interpersonal skills in situations which are likely to be highly emotive, upsetting and/or confrontational.
- To maintain the highest standards of clinical record keeping and report writing, being responsible for maintaining and sharing accurate and comprehensive records in line with the appropriate professional bodies standards of practise and OFG's ways of working.
- To model standards of best practice and professional responsibility in line with 'Care Quality Commission' outcomes (relevant only to care services) and the principles of Clinical Governance within professional regulations and standards of behaviour as detailed within relevant Psychotherapy professional bodies. Ensure that standards of clinical excellence are maintained at all times.

Service Development and Research

- To work closely with clinical and education/care colleagues, using Psychotherapy skills to enhance the development of the service via capacity building staff; embedding companywide approaches; and, where relevant and appropriate, informing policies/processes/protocols.

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- To support in promoting, initiating, implementing, embedding and evaluating agreed service developments, approaches and projects.
- To keep up to date knowledge of legislation, national and local policies and issues relevant to the service, continuously using this knowledge to help improve service delivery.
- To use OFG approved service evaluation and monitoring tools to evaluate, review and improve on clinical service delivery.

- To utilise theory, evidence-based literature and research to support evidence-based practice and contribute to the development of best practice within the service.
- To participate in clinical team meetings and relevant working groups, supporting local service development and to generate written protocols and policies concerned with the delivery and development of wider clinical services by providing a psychotherapy perspective.
- To contribute to the overall ethos/work/aims of the company.
- To contribute to relevant research, projects and pilot studies as agreed.
- To be responsible for the prudent efficient and effective use of equipment and resources within the service, ensuring awareness that the service operates to agreed budgets and contributing to keeping within these budgets as instructed.

Supervision

- To provide clinical supervision as appropriate to peers/Psychotherapy colleagues within OFG, using OFG clinical supervision methods and guidance provided by relevant clinical regulatory bodies.
- To ensure that engagement with own clinical supervision is maintained, in line with regulatory body requirements and OFG clinical supervision methods.

Managing own Performance and Development

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- To maintain awareness of and complying with current policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate designated person.
- To maintain up to date knowledge of OFG guidelines and of national local standards and monitor own and others quality of practice as appropriate.
- To engage with OFG processes and platforms (including clinical forums) to maintain up to date knowledge of service and companywide developments.
- To engage in line management meetings, performance management and appraisal processes as required, setting and achieving challenging professional targets and carrying out agreed personal development programmes to meet targeted knowledge and competencies.
- To be responsible for maintaining own competency to practice through OFG approved CPD activities and supervision, maintaining a portfolio which reflects personal development.

- To actively participate in CPD activities, including completing all OFG mandatory training to deadlines.
- To exercise professional responsibility based on the HCPC's Code of Professional Conduct and Ethics or other Psychotherapy regulatory body codes of conduct.
- To maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of particular conditions and client types.

Health, Safety and Well-Being

- To monitor and promote own positive emotional and physical wellbeing and fitness to practice, including (but not limited to) ensuring a healthy life and work balance, accessing relevant resources, tools and processes available via OFG and accessing additional support if/when required, working with line managers and supervisors when needed.

- To contribute to a safe and secure environment for people who use our services. In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand, report and/or remedy all hazards in the workplace; to comply with safety rules and procedures; and to ensure that you undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- To remain vigilant and do everything possible to protect people who use our services, and others, from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to know how to identify potential abuse or neglect and follow safeguarding procedures, reporting any incident of this nature you witness, hear or suspect. Being aware of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of client group.
- To know how to identify and support our client group when progress, development or wellbeing is affected by changes or difficulties in their personal circumstances, and when to refer them to other colleagues and external agencies.
- To work within infection control, risk management and Health & Safety guidelines to deal appropriately with unpleasant conditions relating to client contact as they arise, for example: exposure to body fluids.

Administrative and IT

- To support the organisation, co-ordination and minute taking of meetings as required.
- To maintain the highest standards of clinical record keeping and management of clinical files (using OFG approved methods and templates), including electronic data entry and storage.
- To safely distribute/share relevant Psychotherapy based documents, and any other relevant documentation as required, in line with 'GDPR' and OFG guidance.
- To develop a skill base in the administration and analysis of a range of packages as required.
- To be competent in the use of basic IT packages and platforms such as Microsoft Word, Excel, Power Point, Share Point TEAMS, Zoom.
- To use OFG branded materials and resources where appropriate.

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General

- To operate at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- To promote the service as a valued asset within its community and promote a culture that reinforces this image via appropriate conduct at all times.
- To work to and exhibit the values of OFG and maintain standards of behaviour in accordance with OFG policies, procedures and practices.
- To ensure that all actions are in the interests of the people we support and OFG.
- To be flexible to the demands of the environment, including unpredictable work patterns, deadlines, and frequent interruptions.
- To carry out any other reasonable and relevant duties as required within OFG
- All employees despite role have a responsibility to provide care to children or vulnerable adults in a regulated environment.

The above serves as a guide and is not an exhaustive list of duties and responsibilities: the postholder may be required to undertake other duties as reasonably required by their Line Manager / Lead Clinician / Clinical Operational Lead. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the postholder.

I have read through the job description and agree to perform the duties as outlined above

Job Holder's signature

Name: _____

Signed: _____ Date: _____

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Signed on behalf of the OFG Group

Name: _____ Title: _____

Signed: _____ Date: _____

PERSON SPECIFICATION

Experience	**Essential**	**Desirable**
Relevant previous experience as a qualified Psychotherapist, working in related settings and/or with related client group.	✓	
Experience of working with specific client group (e.g. neuro-diverse and/or social, emotional and mental health) *and* setting type (e.g. schools and/or residential care).		✓
Experience of effective multi-disciplinary working (working with both clinical and non-clinical, internal and external agencies).	✓	
Experience of effectively communicating with/working with families/relatives and carers	✓	
Experience of effectively working at different systems within an organisation e.g. capacity building staff teams, group interventions and individual interventions.	✓	
Experience of working via a model of: 'assess, plan, do and review'.	✓	
Experience of effectively using consultation as method of service delivery.		✓

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Experience of providing supervision to others.		✓
Skills and Knowledge	**Essential**	**Desirable**
Adequate competence in all core areas of Psychotherapy practice: meets regulatory body's practice standards.	✓	
Knowledge of client group and their needs.	✓	
Knowledge of trauma informed practice and neuro-diversity.	✓	
Ability to develop therapeutic formulations and use these to inform clinical intervention plans and recommendations for others.	✓	
Ability to develop and deliver training to different cohorts of people.		✓
Ability to write coherent and accurate clinical records, including consultation records, reports and intervention plans.	✓	
Excellent communication with people on complex matters and ideas and in complex situations.	✓	
Working knowledge of current philosophies and principles underpinning services for those within the specific client group.		✓

Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group.		✓
Effective IT skills, or aptitude to learn effective IT skills, to use core computer programmes and platforms.	✓	

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Ability to work effectively with a range of professionals, problem solving with others to achieve excellent service development outcomes.	✓	
Ongoing evidence of CPD.	✓	
Ability to use evaluation tools to demonstrate and improve service effectiveness and outcomes.	✓	
Ability to make independent clinical decisions when necessary.	✓	
Excellent time management and organisational skills.	✓	
Ability to prioritise multiple work demands and meet work deadlines.	✓	
Qualifications & Training	**Essential**	**Desirable**
Evidence of recognised professional qualification as Psychotherapist, either Level 7 (e.g. Master's degree) or above **OR** Level 6 relevant degree alongside relevant therapeutic diploma/s and experience of working with relevant client group and using relevant methods of service delivery.	✓	
Registered member of one or more of the following bodies: HCPC, BACP, BABCP, PTUK, NCPC, UKCP.	✓	
Post qualification training in topics related to role, service and/or client group.		✓
Training in evidence-based interventions/approaches.		✓
Undertake relevant Group induction training on commencement in post.	✓	
Other	**Essential**	**Desirable**
Commitment to the values of the organisation.	✓	
Flexible approach to working environments.	✓	

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Ability and willingness to travel on company business.	✓	
Full driving licence and access to a car.	✓	