



Outcomes
First Group

Job Description Practitioner Psychologist Clinical

Job Title	<i>Assistant Psychologist</i>
Location	<i>The post is located within a designated hub/service.</i>
Responsible to	<i>Practitioner Psychologist (Professional Accountability) Lead Clinician (Line Management)</i>
Key Internal Contacts	<i>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</i>
Key External Contacts	<i>Service User relatives, advocates, and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours</i>

JOB PURPOSE

Working as part of a multi-disciplinary clinical team to provide an Assistant Psychology 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 offer an Assistant Psychology service for the specific client group, through delivering evidence-based assessments and interventions and contributing to the clinical care plans, audits and multi-disciplinary care for the specific client group, all under the supervision of a qualified practitioner psychologist.

KEY TASK AREAS & RESPONSIBILITIES: PROFESSIONAL AND CLINICAL

Clinical

Acorn Education

Momenta Connect

Options Autism



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- To work under the supervision of an appointed qualified Practitioner Psychologist.
- To contribute to psychological assessments, including psychometric testing, observations, self-report measures and semi-structured interviews with the children, young people and/or adults we support, their families, care and education staff.
- To observe and interact with the individuals we support, providing observation and interaction reports to the Clinical Team.
- To assist in the delivery of care plans involving evidence-based psychological interventions under the supervision of a qualified professional Psychologist.
- To assist in the co-ordination and running of group and individual therapeutic interventions.
- To assist in the development of a psychologically based framework of understanding and care to the benefit of all clients of the service, across all settings.
- To attend and contribute to meetings, as directed by the qualified Psychologist.
- To collaborate with education staff members and children, young people and/or other adults to provide support and monitor progress as appropriate.
- To support client group to have a voice, acting as advocates for them when their voice is not understood or heard.
- To evaluate the progress made by the individuals we support, including via the use of outcome measures.
- To contribute to the management of risk as appropriate and under clinical supervision.
- To be responsible for maintaining accurate and comprehensive intervention records in line with standards of practice.
- To write appropriate reports under supervision.
- To ensure appropriate confidentiality.
- To support, deliver and evaluate training to members of care and education staff, under supervision.
- To maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of particular conditions and presentations.
- To liaise with outside agencies (e.g. social service or voluntary agencies) to gather information, support with meeting arrangements or communicate an individual's needs.
- To build relationships and work in partnership across the teams with the individuals we support.

Administrative and IT

- To support the organisation, co-ordination and minute taking of clinically involved meetings as required.
- To effectively manage clinical files, and safely distribute reports and any other relevant documentation on request, in line with 'GDPR' and company guidance.
- To competently use basic IT packages such as Microsoft Word and Excel and develop a skill base in a wider range of packages as required e.g. 'Power Point', 'Share Point', 'TEAMS' and 'Zoom'.



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- To maintain the highest standards of clinical record keeping including electronic data entry and recording, report writing.
- To prepare test materials and visual aids as required and to maintain stock of same where necessary.

Service Development and Research

- To use approved service evaluation and monitoring tools to evaluate, review and improve on clinical service delivery.
- To support with the planning and implementing of systems, using audits, outcome measures and data gathering tools, for the evaluation, monitoring and development of the service.
- 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 generating written protocols and policies concerned with the delivery and development of clinical services by providing a psychological perspective (under supervision), following evidence-based and good practice.
- To contribute to relevant research as agreed with the Psychologist and Lead Clinician.
- To keep up to date knowledge of legislation, national and local policies and issues.
- 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.

Supervision, Performance and Development

- To work under the supervision of a qualified Psychologist, seeking input from, and facilitating adequate engagement with, the supervisor and always working within safe boundaries/remit.
- 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.



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- To actively participate in CPD activities, including completing all OFG mandatory training to deadlines.
- To maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of 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 well-being is affected by changes or difficulties in their personal circumstances, using supervision to explore this where necessary.
- 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.

General

All OFG employees must:

- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Always maintain a high degree of professionalism, including in potentially highly emotive situations.



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- Always operate in accordance with company policies and procedures, with particular reference to Code of Conduct, Safeguarding, Child Protection, 'GDPR', Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in team meetings, supervisions and annual reviews in accordance with company policy and the standards set by any relevant regulatory bodies.
- Work to promote the centre as a valued, professional asset within its community and to promote a culture that individuals and staff always conduct themselves in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- Work to and exhibit the values of the Company and maintain standards of behaviour in accordance with company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required within OFG.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

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: _____

Signed on behalf of the OFG Group

Name: _____

Title: _____

Signed: _____

Date: _____



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PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of working as an Assistant Psychologist		✓
Experience of post/internship/graduate health care worker/care worker		✓
Relevant previous experience (paid or voluntary), working in related settings <i>and/or</i> with related client group.	✓	
Experience of working with specific client group (e.g. neuro-diverse and/or social, emotional and mental health) <i>and</i> setting type (e.g. schools and/or residential care).		✓
Experience of effective multi-disciplinary working (e.g. working with both clinical and non-clinical, internal and external agencies).	✓	
Experience of effectively communicating with/working with families/relatives and carers		✓
Experience of supporting relevant health professionals.		✓
Experience of the use of psychometric tests.		✓
Experience of delivering and evaluating interventions at group and/or individual level.		✓
Skills and Knowledge	Essential	Desirable
Ability to work independently as agreed under supervision.	✓	
Ability to accept and work within the boundaries of the role of Assistant Psychologist.	✓	
Knowledge of current government policies/legislation re the specific client group, and implications for clinical practice.	✓	
At least basic knowledge of trauma informed practice and/or neurodiversity.	✓	
Ability to work with challenging behaviours.	✓	
Use of reflective/analytical thinking in assessment and/or therapeutic work.	✓	
Evidence of continuing professional development as recommended by the BPS.	✓	
Ability to write coherent and accurate clinical records/reports.	✓	
Ability to work effectively with a range of professionals, problem solving with others to achieve excellent service development outcomes.	✓	
Excellent communication with people on complex matters and ideas and in complex situations.	✓	
High level of professionalism.	✓	
Effective IT skills, or aptitude to learn effective IT skills, to use core computer programmes and platforms.	✓	



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Ability to use evaluation tools to demonstrate and improve service effectiveness and outcomes.	✓	
Excellent time management and organisational skills.	✓	
Ability to prioritise multiple work demands and meet work deadlines.	✓	
Qualifications & Training	Essential	Desirable
Honours degree in Psychology, 2:1 or 1st class (or 2:2 with a higher degree)	✓	
Eligibility for 'Graduate Basis for Chartered Membership' (GBC) with BPS	✓	
Post graduate qualification in relevant areas/disciplines.		✓
Training in evidence-based interventions/approaches.		✓
Willingness to work towards further qualifications as required.	✓	
Other	Essential	Desirable
Commitment to the values of the organisation.	✓	
Flexible approach to working environments.	✓	
Ability and willingness to travel e.g. to other sites.	✓	
Full driving licence and access to a car.	✓	