Job Description Template

## Job details

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| Job title: | HIT |
| Department: | Primary Care Mental Health |
| Location: | Basildon & Brentwood |
| Reporting to:  (job title only) | Team Lead |
| Direct reports:  (job title only) | None |
| Accountable to:  (where applicable) | Service Lead |
| Responsible to:  (where applicable) |  |
| Job purpose: | * The successful candidate is responsible for providing high intensity CBT interventions recommended by NICE to clients with moderate to severe common Mental Health Disorders * To hold a full caseload and provide a 70/30 split between clinical and non-clinical time * The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities * VHG have a highly successful service and our staff are offered regular clinical skills and case management supervision to support the PWP to achieve the best results possible for your clients |
| Role and Responsibilities: | * Carry out clinical audits of service performance, including service user surveys and evaluations, and help to collate and disseminate the results for feedback * Demonstrate an understanding and experience of delivering treatment for anxiety and depression in a Primary Care setting * Full range of competencies as laid out in the competence framework for CB (Roth and Pilling 2007) * Formulate, implement and evaluate therapy programmes for clients. This will include face to face sessions as well as contributing to our evidence-based group work programmes * Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient * Complete all requirements relating to data collection within the service * Keep coherent records of all clinical activity in line with service protocols * Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach |
| Clinical Governance:  (where applicable) |  |
| Training and supervision: | * Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g. BPS, UKCP, 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). * Be aware of and keep up to date with advances in psychological therapies * Ensure clear professional objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development * Attend clinical/managerial supervision on a regular basis as agreed with Manager * Participate in individual performance review and respond to agreed objectives * Keep up-to-date all records in relation to C.P.D. and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments * To participate in an annual appraisal, training and personal development relevant to the role. To be responsible for personal development agreed with the line manager through the Knowledge * Attend relevant conferences/workshops in line with identified professional objectives * Ensure that client confidentiality is protected at all times. Maintain confidentiality of information at all times in line with the requirements of the Data Protection Act * Be conversant and comply with the VHG’s Health and Safety Policy and report as necessary any untoward incident or hazardous event utilising the trusts * Be aware of and adhere to all VHG Policies and Procedures. * Maintain and adhere to the necessary professional registration body where applicable * Ensure mandatory training is maintained according to trust policies and attend relevant conferences/workshops in line with identified professional objectives * To adhere to VHG values and behaviours |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Qualification from High Intensity IAPT Course (Post Graduate Diploma) or other Post Graduate CBT training course. * Accreditation with the BABCP, or eligibility for accreditation with BABCP. | Qualified to deliver any of the following:-   * EMDR * Interpersonal Psychological Therapy * IAPT Couples therapy for depression. |
| **Experience** | * Experience of working in mental health services * Demonstrate experience of working in IAPT services * Ability to meet agreed/specified service targets * Ability to manage own caseload and time in a climate of high performance targets * Demonstrates high standards in written communication * Able to write clear reports and letters to referrers |  |
| **Skills/knowledge** | * IT literate – intermediate level minimum |  |
| **Specialist training** | * Demonstrates an understanding of anxiety and depression and how it may present in Primary Care setting * Knowledge of psychological, social and biological models of depression and anxiety * Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health/ benefits and employment systems * Knowledge of medication used in anxiety and depression and other common mental health problems * Demonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post * Basic understanding of service contracts and performance targets and of the importance of recording activity |  |
| **Personal competencies and qualities** | * Excellent verbal and written communication skills * High level of enthusiasm and motivation * Ability to work individually or within a team and foster good working relationships * An awareness of and commitment to supporting and facilitating diversity and inclusion * Ability to work under pressure * Excellent time management skills |  |

# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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