Job Description Template

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| Job title: | Assistant Psychological Wellbeing Practitioner  |
| Department: | NHS Talking Therapies  |
| Location: | Remote |
| Reporting to: (job title only) | Team Leader |
| Direct reports: (job title only) | No |
| Accountable to: (where applicable) | Clinical Lead |
| Responsible to:(where applicable) |  |
| Job purpose: | The postholder will work as part of the VHG NHS Talking Therapies Services, providing psychological support to clients who are experiencing common mental health problems. The role will involve assisting in the delivery of NHS Talking Therapies clinician-led interventions (such as psycho-educational courses), conducting structured screening triage interviews & more generally supporting the triage function of the service and providing support to individuals waiting for therapy. The postholder will be able to support the Talking Therapies service in meeting the needs of the diverse local population and will work within VHGs equality, diversity and inclusion framework. They will work under the guidance of the Step 2 leadership team with clinical supervision from the Step 2 clinical team.The post holder will be expected to: * + To work with other staff in the application of psychological interventions
	+ Help assist with the development and admin process of group interventions within the service
	+ To assist in the co-ordination and running of psycho-educational groups, including those for patients with long term health conditions, led by clinicians.
	+ Help with the production and delivery of information webinars, such as Sleep and Stress courses.
	+ Deliver psychologically informed support and other ‘Waiting Well’ tasks to individuals waiting for psychological therapy as directed by relevant clinical & operational leadership.
	+ To participate in clinical and line management supervision
	+ Ensure a culture of reflective practice within the team to develop quality improvements
	+ Continued professional development evidenced ensuring statutory and mandatory training is completed in line with contractual obligations
	+ To participate in personal and professional development in line with requirements for CPD
	+ Conduct and take part in clinical audit, as directed by the Clinical Lead, or equivalent.
	+ To perform other reasonable duties, as required

Operational: * + To ensure that all processes are effective and high standards are maintained across our provision
	+ Have a working knowledge of VHG policies and procedures
	+ To participate in and keep up to date with VHG mandatory training requirements.
	+ To develop skills and competencies necessary for the role, including attending additional training and CPD when required to do so.
	+ To work at least 1 evening shift per week

Communication * + The Assistant PWP will be required to communicate with a range of people, including communication about sensitive and difficult matters, with people who may be experiencing high levels of distress. Therefore, effective communication using a range of skills in relationship building and overcoming barriers to communication, whilst adhering to VHG policies and procedures is essential for the role.
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| Role and Responsibilities: | **Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders. * Be aware of the impact of your behaviour on others.
* Ensure that others are treated with fairness, dignity, and respect.
* Maintain and develop your knowledge about what EDI is and why it is important.
* Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
* Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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| Clinical Governance:(where applicable) |  |
| Training and supervision: |  |
| Additional information: |  |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + A second-class honours degree (**minimum 2:1**) or higher in psychology.
	+ Entitlement to graduate membership of the British Psychological Society.
 | * + Masters degree in mental health or health research
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| **Experience** | * + Experience of working with a clinical population
	+ Experience of facilitating/co-facilitating group interventions
 | * + Post graduate relevant experience or evidence of higher degree
	+ Experience of working within the NHS within a psychology service or IAPT/Talking Therapies service
	+ Experience of using CBT-informed interventions
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| **Skills/knowledge** | * + Knowledge of Common mental health problems and their impact
 | * + Speaks another language
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| **Specialist training** |  |  |
| **Personal competencies and qualities** | * + High level critical skills and problem-solving skills with a solution focus
	+ Demonstrating sound judgement in the absence of clear guidelines and recognition of when to seek support / expert guidance
	+ Good presentation of self, enthusiastic, flexible, innovative.
	+ Committed to customer care and first-class service provision.
	+ Flexible attitude to working arrangements.
	+ Ability to work within a pressurised environment.
	+ Ability to accept and use clinical supervision appropriately and effectively
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# 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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