

Step 2 Team Lead Job Description

# Job details

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| Job title: | Step 2 Psychological Wellbeing Practitioner (PWP) Team Leader |
| Department: | NHS Talking Therapies Kent & Medway |
| Location: | Kent & Medway |
| Reporting to: (job title only) | Service Manager |
| Job purpose: | Lead, manage and supervise a team of PWPs to deliver evidence-based services to citizens within contracted area. |
| Role and Responsibilities: | Undertake line management and supervision for PWPs/PWP Trainees  Work as part of the VitaMinds management team to ensure that the delivery of service meets NICE guidelines and is in line with the IAPT handbook  Ensure that performance within the Step 2 team is reported and managed effectively and to the benefit of Service Users.  Undertake clinical audits for team and provide feedback in line with organisational process.  Participate in service improvement by highlighting issues and, in conjunction with Service Manager and Clinical Governance Team, implement changes in practice.  Keep knowledge up to date in relation to the guidelines set by the Dept. of Health  Work as part of the duty team providing support for the day-to-day clinical and operational management of the service.  Contribute to the teaching and training of mental health professionals and other staff working in the service.  Offer evidence-based low intensity CBT treatment and assessments, in line with service model, in adherence with clinical and referral protocols. Adhering to an agreed activity plan, in line with published standards, relating to the number of patient contacts offered and |

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|  | clinical sessions undertaken each week in order to manage waiting list times and that treatment times are user centred.  Complete all requirements relating to data collection and storage of same within service.  Keep contemporaneous records of all a clinical activity in line with organisation standards and protocols  Work closely with staff members working within the non-clinical pathway to ensure all pathways are relevant to service user needs.  Liaise with other health and social care professions from a range of agencies in the relation to care and support provided to users.  Where appropriate, attend Multi-Disciplinary meetings relating to referrals or users in treatment   * Actively participate in team and management meetings  Any other reasonable duties as required.   **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. |
| Clinical Governance: (where applicable) |  |
| Training and supervision: | Must hold IAPT/Talking Therapies Low intensity Supervisor qualification or currently undertaking IAPT supervision training. |
| Additional information: | This role will be hybrid working with a mixture of office working and working from home. |

# Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * IAPT/Talking Therapies Low intensity Worker/PWP Cert/Dip * IAPT/ Talking Therapies Low Intensity Supervisor Training | * LTC TT Certificate |
| **Experience** | Experience of risk-management (e.g. suicidal users and users which self-harm) | Use of IAPTUS system  Undertaking Clinical Audit, including action planning  Experience of providing line management.  Supervising a team to deliver evidence-based interventions |
| **Skills/knowledge** | Working with diverse user group  IT literate – intermediate level  minimum  Evidence based CBT interventions  TT National Standards  Outcome measures and their use for clinical and audit purposes. | Networking and engaging with external stakeholders |
|  | 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 |
|  | Ability to work under pressure |
| **Personal competencies and qualities** | Excellent time management skills  Team player |
|  | Challenges the status quo |
|  | Able to manage performance |
|  | Motivational |
|  | Model behaviours in line with organisational values |
|  | Patience and resilience |
|  | Adaptive to change |

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|  | Commitment to improving and striving for clinical excellence and customer service  Good judgement and decision- making skills |  |

**Version Control**

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
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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) |
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