



Role Profile: Assistant Psychologist (“Talk for Change” project)

Closedown:	5pm on Monday 14.01.19
How to apply:	Complete a Mind BLMK employment application form and submit to hr@mind-blmk.org.uk
Post no:	335
Employment start date:	As soon as possible
Job title:	Assistant Psychologist
Working base:	Milton Keynes
Area covered:	Milton Keynes
Reports to:	Service Manager
Job purpose:	To provide high volume clinical assessments for clients referred to the new primary care psychological therapies assessment service and to work within the team to decide the suitability of each person to access Improved Access to Psychological Therapies (IAPT), Cognitive Behavioural Therapy (CBT) or Counselling.
Contract type:	Permanent
Salary:	£19,602.10pa (£10.19ph)
Contracted hours:	37.0 per week
Working days:	Mondays to Fridays
Working hours:	7.4 per day, with flexibility
Flexibility required:	Occasional evenings and/or weekends to attend events/meetings
Checks needed:	n/a

Job Description

Service Delivery

- To provide high volume telephone and face-to-face clinical assessments to support a centralised assessment point for people with mild to moderate anxiety and depression, working from Mind BLMK working base as well as the partner premises for up to two days per week and/or as required and agreed.
- To support the service assessment and psycho-education for community treatment orders.
- To take part and contribute to court assessments (MHTR rota activities), deliver and support group sessions, provide online support, undertake research projects and carry out a variety of additional similar tasks to enhance professional and service development.
- To assess suitability for people to receive either MK IAPT, CBT, Counselling or Wellbeing Interventions.
- To work with individuals from a variety of cultural backgrounds and age groups via telephone.
- To assess people with a common mental health problem in the self-management of their recovery.
- To promote the Mind counselling service within the assessment service and recommend referrals to the service as appropriate.

- To make recommendations on suitability of new referrals, adhering to the service referral protocols; to refer unsuitable clients on to a relevant service or back to the referral agent as necessary; or to step clients up to high intensity interventions.
- To adhere to an agreed activity contract relating to the number of client telephone contact sessions the post holder is required to carry out per week to minimise waiting times and ensure treatment delivery remains accessible and convenient.
- To complete all responsibilities relating to data collection requirements within the service, including the use of the IAPTUS case management system as well as System One when working from partner premises.
- To keep coherent records of all clinical activity and assessments.
- To work closely with other members of the team, the line manager and senior team, ensuring appropriate step-up and step-down and signposting arrangements are in place to maintain a stepped care approach.
- To be aware of and maintain an up to date knowledge of advances in the spheres of treatment for common mental health problems.
- To attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.

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- To promote the service by liaising with referral agencies including GPs and delivering presentations when required.
- To represent Mind BLMK at relevant events and meetings.
- To build and maintain good working relationships with the Mind BLMK team and local partners.

General

- Work within the ethos, vision and values of the organisation and in line with the organisation's policies and procedures.
- Establish and maintain effective working relationships with the Mind BLMK team, relevant key post holders and external agencies.
- Attend and contribute to meetings relevant to the role (own supervision, appraisal, staff, peer group, operational and external as required).
- Commit to and complete training, qualifications and development activities identified for the role in line with organisational need, Staff Development and Training policies and procedures.

Person Specification	Essential/ Desirable
Experience	
Working in a clinical setting or working/volunteering in a mental health support setting for at least 6 months.	E
Working with individuals and small groups of people who have mild to moderate mental health issues.	E
Working in a team.	E
Assessing clients' needs.	E
Voluntary sector.	E
Working in partnership with other agencies.	E
Skills, abilities, understanding and knowledge	
Demonstrate good life skills.	E
Understanding of the needs of people with common mental health problems.	E
Knowledge of local services in the community.	E
Establish and maintain relationships with a wide range of people.	E
Ability to motivate self and others.	E
Examples of good organisational skills.	E

Demonstrate good communication, listening and negotiations skills.	E
Demonstrate good problem solving and motivational techniques.	E
Able to extract key issues from complex difficulties presented by the client.	E
Show ability or give examples of using computers for emails, documents, reports and records of interventions.	E
Keep clear concise records of intervention.	E
Able to work flexibly as required.	E
Understanding of the work of primary care.	D
Knowledge of mental health legislation.	D
Understanding of the use of clinical supervision for personal and professional development.	D
Understanding of or experience of carrying out risk assessments within the scope of practice.	D
Qualifications and training	
Must be educated to degree level in psychological studies or give evidence of other relevant higher learning.	E

Entitlements/benefits:

Annual Leave	23 days (pro rata)
Bank Holidays	All (pro rata) as per April to March for each year – usually 8
NEST pension scheme	Auto-enrolment (employer contributes 3%, employee contributes 3%), opt in (employer contributes 3%, employee contributes 3%), or right to join (employer contributes 0%, employee contributes 3%).
Health Plan	Optional
Training and Development	In-house and external as appropriate for the role.
Flexible Working	On request (in line with Mind BLMK policy on Right to Request Flexible Working)
Childcare Vouchers	On request
Disability Employment (“Two Ticks”) Charter	Mind BLMK has been annually assessed and approved as a “Two Ticks” employer since 2008. Applicants with disabilities who meet minimum criteria for the role, will automatically be granted an interview.
Investors in People Charter	Mind BLMK has been awarded the Investors in People charter since 2007 (www.investorsinpeople.co.uk)
Mindful Employer Charter	Mind BLMK has been committed to the Mindful Employer charter since 2008 (www.mindfulemployer.net)