

## **Job Description**

**Job Title:** Assistant Psychologist  
**Accountable to:** Clinical/Forensic Psychologist  
**Reports to:** Mental Health Clinical Lead  
**Site:** Gatwick IRC

### **Job Summary:**

To support and enhance the emotional and psychological care of individuals within Gatwick IRC within the Psychological Therapies Service by supporting the IMHT developing and delivering tailored therapeutic interventions. Practice Plus Group is introducing a Trauma Informed Approach to understanding and responding to individual's needs. The Psychological Therapies Service is in the process of developing a Group Programme for psychological interventions and this will be a core component of this role.

Assisting in clinically related administration, conduct of service evaluation and audits, collection of statistics, development of audit and research projects, delivery and development of group work, training and supporting the team through clinical consultations and reflective practice under the guidance of a qualified clinical psychologist.

Providing direct trauma informed psychological interventions in the form of psycho-education, reflective practice, group interventions and brief, 1:1 work under the supervision and direction of a qualified Psychologist, working according to the plan agreed with a qualified psychologist and within the overall framework of the IMHT policies and procedures.

Assisting in the provision of a systematic high quality therapeutic input to the designated establishment, working collaboratively within the multidisciplinary team to promote the psychological wellbeing and best interests of both colleagues and individuals accessing the service.

The role involves an element of regional travelling across the West/South Yorkshire area.

### **KEY TASK AREAS AND PERFORMANCE**

#### **Clinical:**

1. To undertake appropriate psychological assessments, self-report measures, rating scales, direct and indirect structured observations and semi-structured interviews;
2. To assist in the formulation and delivery of care plans involving the psychological understanding and/or management of an individual's difficulties, under the supervision of the qualified psychologist.
3. To assist in the development and facilitation of therapeutic groups;
4. To attend and contribute to appropriate multi-disciplinary and/or multi-agency meetings;
5. To work integratively with colleagues within the nursing and substance misuse team;

6. To engage in regular clinical supervision meeting the required standards of practice;

#### **Research/Service evaluation & Administration:**

1. Maintain up-to-date, accurate and detailed clinical records in line with service operating procedures, organisational protocol, commissioner requirements and statutory obligations such as Data Protection Act, and in accordance with Practice Plus Group and the establishment Policy & Procedure;
2. To assist in the design and implementation of evaluation, audit and research projects of agreed interventions delivered;
3. To undertake data entry, analysis, the production of reports and summaries, using IT and statistical programmes.

#### **Training & CPD**

1. To develop skills and competencies that assist in the delivery of current duties.
2. To contribute to the training and support of other staff within the IMHT team.
3. To identify training needs within clinical supervision and maintain CPD requirements.

#### **Partnerships/ Communications and Relationships**

1. To communicate in a highly skilled and sensitive manner, information concerning the assessment, formulation and intervention needs of individuals accessing the service and follow the appropriate care pathway.
2. To develop collaborative and effective working links with other relevant agencies internally and externally;
3. To develop collaborative and effective working links with prison staff, and relevant agencies and services;

#### **General**

1. To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD training and development programmes, in consultation with the clinical supervisor and line manager;
2. To maintain the highest standards of clinical record keeping and report writing in accordance with professional codes of practice of the British Psychological Society, Practice Plus Group and the establishment.
3. To prepare test materials and visual aids as required;

4. To undertake specific administrative duties as required;
5. To perform other duties of a similar kind appropriate to the grade, which may be required from time to time by their clinical supervisor;
6. The post holder must comply with Practice Plus Group health and safety policy and in particular the following is required:
  - To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
  - To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
  - Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
  - To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.
  - Adherence to Practice Plus Group and the establishment's safeguarding policy and procedure is also a key role requirement.
  - Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Practice Plus and the establishment Equal Opportunities Policies.
  - Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>	An upper second class honours degree or higher in psychology. Entitlement to graduate membership of the British Psychological Society. Preferably a Master's degree.	Further post graduate training in relevant areas of professional psychology, mental health practice and/or research design and analysis.
<b>Experience</b>	<b>Experience of paid work in direct clinical provision.</b> Work with adults with mental health difficulties and/or complex needs/ forensic history. Experience of clinically relevant research or audit. High standard of report writing. Ability to work autonomously and stay on task.	Experience of working within a highly emotive and challenging environment and ability to be flexible.
<b>Knowledge</b>	High level communication skills (written and verbal) including an ability to communicate and work in settings in which the atmosphere may be highly emotive. Ability to communicate sensitive information to individuals, and colleagues in a way that addresses psychological resistance. An understanding of the needs and difficulties of people with mental health difficulties or other complex needs. An ability to apply existing psychological knowledge to a mental health/forensic context An understanding of psychology applied to health care.	An understanding of criminal justice system Experience using system one databases or data-analysis, for example SPSS for Windows. Good IT skills.

<b>Personal Qualities</b>	<p>An ability to interact effectively with staff from all disciplines.</p> <p>An ability to interact with people with mental health difficulties and presenting with significant emotional dysregulation.</p> <p>Ability to work independently, reliably and consistently with work agreed and managed at regular intervals.</p> <p>An ability to be flexible and adaptable and deliver under pressure. Ability to withstand high levels of behaviours that challenge, chaotic work environment subject to sudden changes and ability to identify need for support.</p> <p>Ability to work as part of a multi-disciplinary team.</p>	<p>An interest in working with people with mental health difficulties or other complex needs. A pro-active attitude to work, adaptable and a team player.</p> <p>Interest in the rehabilitation of prison population and emotional support of staff teams.</p>
<b>Other</b>	<p>Ability to accept and use supervision appropriately</p>	<p>A desire to explore a career in Psychology/ psychotherapy.</p>

**Post Holder's name/s:** .....

**Post Holders' Signature/s:** ..... **Date:** .....

**Manager's Name:** .....

**Manager's Signature:** .....