**JOB DESCRIPTION** 

www.headwise.org.uk

# POST: Assistant Psychologist

# BASE: Birmingham/Shrewsbury

**REPORTS TO: Clinical Psychologist/Lead Occupational Therapist**

**1.0 Job purpose**

* 1. To assist in the provision of a full range of clinical services to Headwise clients including cognitive, functional and behavioural assessments, psychological therapy, functional retraining, behavioural management and family support.
  2. To contribute to the development of individual treatment plans which meet the physical, psychological and vocational needs of clients.
  3. To provide individual therapy sessions to clients in the community or at the company offices.
  4. To participate in carrying out and evaluating clinically- related research, including literature reviews, data collection and analysis, and contributing to writing up papers for conference submission or peer review in professional journal.

**Main duties and responsibilities**

**2.0 Clinical**

2.1To assist Headwise therapists in undertaking clinical assessments with adults and families (including children where appropriate) using a range of cognitive tests, self-report measures and rating scales.

2.2 To undertake direct and indirect structured observations in a range of settings.

2.3 To assist in the formulation and delivery of focussed intervention plans for adults and children under the clinical supervision of an experienced Headwise therapist (Psychologist or Occupational Therapist).

2.4 To attend and contribute to team meetings and case reviews as required, giving oral or written reports as appropriate.

2.5 To keep up to date, relevant clinical records and other required documentation ensuring all information is filed appropriately.

2.6 Maintain and produce electronic records when required.

2.7 To keep accurate travel log and clinical activity for invoicing purposes.

2.8 Undertake specific clinical administrative duties as required.

**3.0 Training and Supervision**

3.1 To participate in training support workers and monitoring their effectiveness in the delivery of clinical techniques and intervention programmes.

3.2 To participate in regular supervision, which may comprise face to face, telephone, Skype and email supervision.

3.3 To assist in developing external training programmes and contribute to the organisation and delivery of in-house training programmes.

3.4To attend, participate in, and contribute to training courses (internal and external) both mandatory and non-mandatory to develop skills and knowledge and contribute to the quality of services provided by Headwise Ltd.

**4.0 Research and Evaluation**

4.1 To assist in the devising and implementation of audit and research projects where appropriate.

4.2 To undertake data collection, statistical analysis and report writing as required.

4.3 To assist in the preparation of Ethics Committee proposals and grant applications as required.

**5.0** **Service Development**

5.1To contribute to the design and implementation of service development projects.

5.2 To attend and participate in meetings about service developments.

**6.0** **Other duties**

6.1To maintain the highest standards of professional conduct during employment with the organisation, through active participation in Continuing Professional Development and up to date registration with the British Psychological Society.

6.2 To comply with the organisations policies and procedures at all times.

6.3 To contribute to the culture of sound clinical governance.

6.4 To be aware of the employee’s responsibility within the Health and Safety at Work Act, 1974 and other relevant legislation.

6.5 To protect client confidentiality at all times.

6.6 To undertake the travelling requirements of the post and ensure that a suitable alternative is available if your own car is off the road.

6.7 To report sickness to your line manager in accordance with the Headwise Sickness Absence Policy.

6.8 To carry out such other duties and responsibilities as may reasonably be required from time to time, consistent with the service objectives and level of responsibility of the post.

**7.0 Care for the carers**

7.1 It is fully understood by Headwise that this position may be challenging and at times stressful. In consequence, Headwise actively promote a culture of recognition that the carers must also be cared for. Staff are encouraged to seek the advice, assistance and support of colleagues and senior managers in trying to achieve goals and resolve difficulties or anxieties arising from the execution of their duties.