# 

# Job Description:

# Psychological Therapies Team Lead

The successful candidate will:

* **Be a skilled counsellor and supervisor**. They will be highly motivated with the ability to organise and prioritise their own workload, preferably with experience of working and supervising within an IAPT programme.
* Thrive within a fast-paced environment, with the ability to balance and oversee quality staff performance, excellent patient outcomes, ensure service targets are being met and provide risk management and assurance through line management and clinical supervision.
* Work alongside the Clinical Lead and Deputy Clinical Lead for the department to ensure quality and performance are met. They will provide line management and supervision capacity across the teams.
* Hold a small clinical caseload within the IAPT service (as required).
* Provide weekly line management and clinical supervision to IAPT Step 3 Counsellors.
* Provide regular clinical group supervision to Honorary Counsellors (LSBU Service).
* Provide regular clinical group supervision to Suicide Postvention Liaison Officers.
* Have considerable experience in providing 1-1 and group clinical supervision and will ideally hold a qualification, or be willing to undertake training, to be a fully accredited and qualified supervisor.
* Provide line management and clinical supervision to a range of clinicians and teams within the Psychological Therapies Services.
* Work within an integrated IAPT Stepped model delivered in partnership with the Lead Provider in local NHS Trust (CNWL) who provide the Step 2 and Step 3 delivery within the integrated IAPT Service.
* Be able to work remotely during some of their working week but will also be required to provide some face-to-face support and supervision based at either our community bases or Westminster Office (SW1P).

**This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder considering service development.**

**Main Responsibilities:**

Clinical

1. Accept referrals via agreed protocols within the service.
2. Assess clients for suitability for Step 3 IAPT Counselling interventions where appropriate.
3. Provide Clinical leadership, oversight, support, supervision, and management to Counsellors across the Psychological Therapies Services through a variety of communication methods and formats.
4. Clinical Supervision and line management of LSBU Counsellor for our student counselling service.
5. Clinical supervision and line management for Staff School Counsellors who are providing integrative counselling interventions to schoolteachers and staff across KCW.
6. Carry a clinical Caseload providing appropriate compliant interventions to patients to meet wider Service needs.
7. Conducting risk assessments, preparing risk management plans, and initiating appropriate action where indicated.
8. Adhere to an agreed activity contract relating to the number of client contacts offered, and clinical sessions carried out per week to minimise waiting times and ensure treatment delivery remains accessible and convenient, in line with both National and Service targets.
9. Elicit, record, collate and communicate outcome data of your clinical activity and all those you supervise to both the Service Manager and Clinical Lead.
10. Keep coherent records of all clinical activity in line with service protocols.

Work closely with other wider teams and staff ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.

Management

1. Ensuring the systematic provision of high-quality counselling to individuals within a wide range of settings (including GP surgeries, community settings).
2. Provide regular 1-1 or group clinical supervision and line management and case management to Counsellors in line with service requirements.
3. Actively support the Deputy Clinical Lead / Clinical Lead and Administrators in collation, dissemination, analysis, and reporting of clinical patient data including outcomes, outputs relation to KPI’s and SLA’s both internal, local, and national where appropriate.
4. Provide escalation, summaries, and key regular updates on LSBU Service quality and issues to Clinical Leads obtained through clinical supervision role and responsibilities of Honorary Counsellors.
5. Carry out assessments and annual appraisals of Counsellors against objective, KPI’s and other related targets.
6. Contribute to the wider management team across all Psychological Therapies Services within the Organisation as required.
7. Where counselling is not an indicated treatment, lead on the liaison with appropriate other professional groups to effectively communicate your assessment and facilitate signposting, transfer of care to an appropriate professional based on presenting needs, as part of discharge or on-boarding through the treatment pathway.
8. Lead on the discharge planning and crisis management of all Patients in the treatment pathway with individual counsellors, such as signposting and referrals, ensuring wider support needs are to be me through where possible.
9. Actively contribute to and support the integration of clinical governance in Mind in Brent, Wandsworth, and Westminster Psychological Therapies Service.

Professional

1. Provide consultation to and communicate as appropriate with external agencies (including housing, police, local authority, employers etc.).
2. Proactively develop robust professional relationships with General Practice staff, IAPT, LSBU and Suicide Support teams, peers, and colleagues, supporting the active integration of psychological therapy provision into primary care.
3. Direct & signpost volunteer counsellors to additional resources & support, maintaining appropriate boundaries between professional & personal matters.
4. Alert the Clinical Leads to any client(s) whose risk and need profile requires additional resources & support.
5. Agree any treatment offer or treatment programme extension outside of the agreed parameters, in advance with the Clinical Lead or Deputy Clinical Lead.
6. Complete any tasks and administration in relation to Supervisees requirements for completing University Course forms and attend meetings with course tutors
7. Develop and maintain good professional relationships with mental health workers in primary and secondary care.
8. Promote and contribute to the development and maintenance of a healthy therapeutic culture within the Mind in Brent, Wandsworth and Westminster Psychological Therapies Service amongst colleagues and Service Users.
9. Promote and contribute to the development and maintenance of a healthy therapeutic culture within the Mind in Brent, Wandsworth and Westminster Psychological Therapies Service amongst colleagues and Service Users.
10. Develop and engage in your own CPD, including active engagement in and use of clinical supervision.
11. To fulfil the requisite code of conduct and follow ethical guidelines in your professional work.
12. Work closely and effectively with as part of a clinical leadership team with other clinical leads both within Psychological Therapies and cross departmentally.
13. Any other duties necessary to the smooth running of the service and falling within what might reasonably be considered the duties of a Lead Counsellor / Supervisor.

General

1. Be aware of, and comply with the policies, procedures, and standards of service– the service operations manual, IAPT manual and NICE guidelines, recommending updates for this as indicated.
2. Exercise personal responsibility for the systematic clinical governance of professional practice in your own practice and of your supervisees.
3. Ensure the maintenance of standards of practice according to the employer and any regulating, professional and accrediting bodies (e.g., BACP, BPS, UKCP, BABCP), and keep up to date on new recommendations/guidelines set by the department of health (e.g., NHS plan, National Service Framework, National Institute for Clinical Excellence).
4. To adhere to Brent, Wandsworth and Westminster Mind’s Policies and Procedures, including Psychological Therapies clinical risk, safeguarding and other.
5. Ensure volunteer counsellors operate within the agreed clinical, ethical & quality framework, reporting under performance; any breach of the agreed framework & any safeguarding matters to the Clinical Lead, or Service Manager in their absence within 12 hours for an urgent matter and within 48 hours for a non-urgent matter.
6. All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients, and the public.
7. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the GDPR and Security and Confidentiality Policies.
8. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
9. In line with meeting the needs of the service, be able to work flexibly e.g., working from several different premises or working in the evening as required.

Person Specification

|  |  |
| --- | --- |
| Area | Essential/ Desirable |
| **1.Experience** |  |
| 1. **Experience of working with people facing a range of barriers and social issues** | **E** |
| 1. **Experience of managing a clinical caseload of clients and keeping up to date records using a database** | **E** |
| 1. **Experience of working with individuals (1-2-1) and groups of people in different settings to help them achieve their goals** | **E** |
| 1. Experience of working with a range of agencies and organisations to develop effective working relationships | D |
| 1. **Experience of carrying out client-centred assessments in one or more of the following fields: mental health, family support, physical health, smoking cessation, diet and exercise, employment, social inclusion, or debt management** | **E** |
| 1. **Experience of delivering counselling to a range of clients with common mental health problems, preferably within an IAPT programme** | **E** |
| 1. Providing 1-1 and group clinical supervision to practitioners who are providing evidence-based treatment interventions | D |
| **2.Skills** |  |
| 1. Ability to use a database/ability to learn how to use a database | D |
| 1. **Ability to assist clients to help them define and achieve their goals and aspirations** | **E** |
| 1. **Ability to work in line with wider service and role specific targets and performance measures** | **E** |
| 1. **Ability to manage a varied and complex workload effectively** | **E** |
| 1. **Ability to work well across a range of different subject areas such as housing, mental health, education, and debt management for example** | **E** |
| 1. **Ability to manage, motivate, support and challenge others within a clinical role** | **E** |
| 1. **Ability to work with staff from a range of agencies and organisations to better integrate services for clients** | **E** |
| 1. **Ability to provide clinical supervision with a solution focus approach, overseeing clinical risk, recovery, targets, and support for practitioners.** | **E** |
| **3.Knowledge** |  |
| 1. Knowledge of the barriers and issues facing our client group | D |
| 1. **Delivering NICE approved clinical interventions within a IAPT programme or similar** | **E** |
| 1. Pressures and challenges of working within a short-term provision, primary care, target driven service | D |
| **4. Education – qualifications required for this post** |  |
| 1. **Have completed a BACP approved Diploma in Counselling** | **E** |
| 1. **be on the BACP Register of Accredited Members, with designation MBACP, or on the Accredited Register of Counselling of the Professional Standards Authority (BACP, UKCP, BPC, HOC, National Counselling Society, UKAHPP), or hold full BPS Accreditation as a fully chartered qualified Counselling Psychologist** | **E** |
| 1. Have a BACP / UKCP Supervision qualification and relevant accreditation or be willing to work towards one as part of Post within an agreed period once in role | D |
| **5. Personal** |  |
| 1. Positive outlook and a ‘can do’ attitude | E |
| 1. Personal resilience and flexible attitude in the face of difficulties | E |
| 1. Commitment to working towards the BWW Mind’s ethos and values, including having a non-judgemental approach | E |
| 1. Ability to work evenings | E |
| 1. Commitment to personal development and willingness to regularly update skills and experience | E |