



Job Description & Person Specification

Job Title: Trainee Psychological Wellbeing Practitioner
Reports to: Operational Manager
Band: 4

Summary of Role

The post-holder will work within the service providing low intensity interventions whilst under supervision for this role. The post will equip the jobholder to provide a range of cognitive behavioural therapy (CBT) based guided self-management interventions via face to face contact, telephone and group work to adults with common mental health issues. The post holder will manage a caseload under supervision and facilitate group work.

Specific Responsibilities

- To be aware of and actively promote the vision and mission of the organisation and role model the values.
- Accept referrals via agreed protocols within the service, assessing and supporting people with a common mental health problem in the self-management of their recovery.
- To undertake patient-centred interviews which identify areas where the person wishes to see change, and/or recovery and makes an accurate assessment of risk to self and others with support via Supervisions.
- To take utmost responsibility under supervision for patient care (children, young people and adults including any parents or carers).
- To make proposals on suitability of new referrals, adhering to the Organisation's referral protocols, and refer unsuitable patients on to the relevant service or back to the referral agent as necessary or steps-up the persons' treatment to high intensity under the supervision of qualified practitioners.
- To prepare and present clinical information for all patients in their caseload to clinical case management supervisors within the Organisation on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance objectives of the Organisation are delivered.
- Work closely with other members of the team ensuring appropriate step-up and step-down arrangements are in place to maintain a stepped care approach.
- To attend and engage in regular supervision meetings, maintaining a mandatory training portfolio and to apply learning from any training received as well as providing support/mentorship to others, as and when required.
- To respond to and implement supervision suggestions by supervisors in clinical practice.
- To provide a range of information in a variety of formats (telephone, face to face or other) and support for evidence based high volume low intensity psychological treatments. This may include guided self-help, computerised CBT and information about pharmacological treatments.
- To foster good and trusting relationships whilst undertaking patient centred interviews which identify areas where the person wishes to see change and/or recovery and makes an accurate assessment of risk to self and others.
- To carry out duties in a way that supports equality and values diversity. This responsibility includes actions in relation to patients, carers, work colleagues, people in other organisations and members of the public.
- To ensure all mandatory training is up to date, attend and fulfil all the requirements of the training for the post and apply the learning from the training programme into practice.
- To educate and involve family members and others in treatment as necessary.
- To ensure that patient confidentiality is protected at all times.



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- To adhere to an agreed activity contract relating to the number of patient contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible, convenient and within the service guidelines.
- To be confident and alert to potential indicators of abuse or neglect in children, and know how to act on their concerns in line with the organisations policy and procedures and Salford Safeguarding Children Board procedures.
- To attend multi-disciplinary meetings relating to referrals or patients in treatment, where appropriate.
- To complete all requirements relating to data collection and coherent records of all clinical activity, ensuring all are kept in line with service protocols.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- To engage in reflection and respond to personal development supervision to improve competencies and clinical practice and to participate in the objective setting process as part of the annual appraisal, to understand how own role and objectives are linked to Organisational objectives.
- Keep up to date on new recommendations/guidelines set by the department of health (e.g. NHS plan, National Institute for Clinical Excellence).
- Be aware of, and keep up to date with advances in the spheres of treatments for common mental health problems.
- To be responsible for own development including attendance at conference and workshops, keeping CPD records up to date in line with the personal development plan and recognising own development needs and discussing regularly with PWP's and senior therapists.
- Keep up to date all records in relation to Continuous Professional Development and ensure maintenance up to date specialist knowledge of latest theoretical and service delivery models/developments.
- To be responsible for ensuring compliance with the Health and Safety at Work Act 1974 and subsequent legislation the post holder is required to undertake a proactive role in the management of risks, near misses and hazards. (this includes risk assessments, reporting incidents recording of incidents in line with the SDSE process} as well as undertaking a statutory duty of care for your own personal safety and that of others.
- To ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.

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

Our Values

At all times the organisation's values must be at the heart of everything you do:

- Professional:** Committed to providing evidence based talking therapies up to the highest standards of excellence.
- Accessible:** Deliver services in easily accessible venues and adapt the approach to deal with patient's individual needs.
- Inclusive:** Work with people from all backgrounds and make a particular effort to reach out to under-represented groups.
- Responsive:** Respond promptly and ensure that waiting times are kept to a minimum.
- Supportive:** Provide the support needed to help patients achieve their personal goals



Person Specification

Please refer to this document carefully when completing your application form and preparing for your interview.

Essential Criteria

- Degree Qualified (preferably health related, but not essential) and/or equivalent in relative experience.
- Experience of working with people who have experienced mental health problems.
- To demonstrate an understanding of IAPT, anxiety and depression and how it may present.
- To demonstrate a passion and enthusiasm for the role which drives and delivers positive results.
- Demonstrates excellent verbal communication skills, including telephone skills and high standards in written communication.
- Able to develop good therapeutic relationship with patients
- To be professional with all interactions with the ability to work positively within a team and foster good working relationships.
- To have passion and drive to progress with own professional development in the provision of low intensity interventions within the Service to a high standard through the use of clinical supervision and personal development.
- Ability to work under pressure demonstrating emotional resilience to manage a high volume of clinical contacts and own wellbeing when working with emotional issues.
- Excellent interpersonal skills demonstrating a high regard for others and respect for individual rights of autonomy and the requirements for inclusive services.
- To be self-reflective, whilst working with patients, in own personal and professional development and in supervision.
- To demonstrate an awareness and understanding of the factors that contributes to good mental health and the importance of promoting these.
- To evaluate and put in place the effect of training.
- To demonstrate an awareness and understanding of supporting equality and valuing diversity within their role.
- Must be computer literate.



Desirable Criteria

- Received training (either formal or through experience) and carried out risk assessments within scope of practice.
- Demonstrates knowledge of the issues surrounding work and wellbeing and the impact it can have on mental health.
- Demonstrates an understanding for the need to use evidence-based psychological therapies and how it relates to this post.
- Able to attend and apply relevant training.
- Ability to manage own caseload and worked in a service where agreed targets in place demonstrating clinical outcomes
- Car driver or can demonstrate the ability and willingness to travel to locations throughout the locality area
- Fluent in languages other than English