

## Richmond Borough Mind (RB Mind)

**Job Title**: Psychological Wellbeing Practitioner

**Salary:** £35,762 pa (inclusive of outer London HCAS)

**Hours of work:** 37.5 hours per week

**Main office Location**: St Johns Medical Centre, Oak Lane, Twickenham, TW1 3PA

**Responsible to**: Senior Psychological Wellbeing Practitioner – Low Intensity

**Length of Contract:** Permanent, subject to ongoing funding and satisfactory completion of a 6 months’ probation

**Main Responsibilities:**

Richmond Talking Therapies delivers high quality patient care and consistently high recovery rates. Psychological Wellbeing Practitioners assess and support patients with common mental health problems in the self-management of their recovery.

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| 1. **Clinical**
	1. Accept referrals via agreed protocols within the service and develop programmes of care packages.
	2. Assess and support people with a common mental health problem in the self-management of their recovery.
	3. Undertake patient-centred interviews which identify areas where the person wishes to see change and or recovery and make an accurate assessment of risk to self and others.
	4. Undertake assessments on suitability of new referrals, adhering to the services referral protocols, referring suitable clients to the relevant care pathway within the service and referring unsuitable clients on to the relevant service or back to the referral agent as appropriate.
	5. Provide a range of information and support for evidence based high-volume low-intensity psychological treatments. This includes guided self-help, computerised CBT, group interventions and information about pharmacological treatments. This work may be face to face, on the telephone or via other media.
	6. Educate and involve family members and others in treatment as necessary.
	7. Adhere to an agreed activity contract relating to the overall number of client contacts offered, and clinical sessions carried out per week in order to minimise waiting times and ensure treatment delivery remains accessible and convenient.
	8. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
	9. Complete all requirements relating to data collection within the service.
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| ProfessionalEnsure the maintenance of standards of practice according to the employer and any external regulation, and keep up to date on new recommendations/guidelines set by the department of health (e.g., NHS plan, National Institute for Clinical Excellence).Ensure that client confidentiality and client information security is protected at all times. To treat with confidentiality any personal, private, or sensitive information about individuals, organisations, clients, staff, etc.Be aware of and keep up to date with advances in the spheres of treatment for common mental health problems.Ensure clear objectives are identified, discussed, and reviewed with supervisor on a regular basis as part of continuing professional development.Keep up to date all records in relation to professional development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.Attend relevant conferences / workshops in line with identified professional objectives.Contribute to the development of evidence-based best practice within the service, and where appropriate to service development in response to identified needs.* 1. Ensure that equality and diversity are key considerations in service development and delivery
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| 1. **General**
	1. Keep accurate and appropriate records, providing information for monitoring and evaluation as required.
	2. Participate in and actively contribute to individual supervision, training and team meetings as required. To attend all staff meetings and organisational events as required.
	3. Work in accordance with RB Minds Aims, Objectives and Values.
	4. Comply with all organisational policies and procedures, and in particular to ensure safe, fair and responsible working practices through implementation of RB Minds Health and Safety, Equal Opportunities, and Confidentiality policies.
	5. Undertake duties in such a manner to ensure the health and safety of postholder, colleagues, service users, volunteers and visitors.
	6. Work flexibly, being prepared to perform other duties commensurate with the role.
	7. Actively support and promote RB Mind fundraising activities as part of your day-to-day duties.
	8. To work alongside and ensure active service user participation in all aspects of work, including design, implementation and monitoring of activities.
	9. To keep records and statistics for effective monitoring of the service, ensuring that all files and information are kept in accordance with RB Mind’s policies on confidentiality and data protection.
	10. In accordance with the Health and Safety at Work Act 1974, to take care of your own health and safety at work and any clients and visitors you are working with.
	11. To undertake any other reasonable tasks consistent with the grade and purpose of the post.
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| 1. **Personal organisation**
	1. Be self-servicing in day-to-day administration tasks.
	2. To engage in supervision with your line manager on a regular basis.
	3. Engage in personal appraisal, training and professional development.

4.4 To act in accordance with Richmond Borough Mind’s core values and agreed policies and procedures. |

**Person Specification**

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| **Dimension**  | **Scope**  | **E**  | **D**  | **A/I** |
| **Experience and Qualifications**  | IAPT Low intensity worker/Psychological Wellbeing Practitioner Cert / Dip | Ö |   | A |
| Experience in working with people with common Mental Health problems specifically anxiety and depression  | Ö |   | A |
| Experience of joint work and multi-agency and partnership working.   | Ö |   | A |
| **Knowledge**  | An understanding of the Improving Access to Psychological Therapies Programme (IAPT) and the concept of stepped care and the ability to contribute to the development of best practice.   | Ö |   | A/I |
| Knowledge of working with diversity including across ethnic communities, age, LGBT, gender, disability and religion  | Ö |   | A/I |
| Knowledge of outcome measures and their use for clinical and audit purposes  |   | Ö | A/I |
| Knowledge of safeguarding vulnerable adults and child protection legislation  | Ö |   | A/I |
| Understanding of and commitment to service user involvement  | Ö |   | A/I |
| **Skills & Abilities**  | Ability to undertake client assessments (including risk assessments) and gather information about the duration and impact of illness and motivational levels.  | Ö |   | A/I |
| Ability to be self-reflective and use supervision, training and performance review to enhance professional development, skills and knowledge.  | Ö |   | I |
| Ability to develop good therapeutic relationships including via telephone and face-to-face work with clients and help people through group work, guided self-help, computerised CBT and other ‘step 2’ interventions.  | Ö |   | I |
| High standard of written and verbal communication skills to communicate clearly and effectively with colleagues, healthcare professionals, service users, carers and relatives.  | Ö |   | A/I |
| Ability to deliver psycho-educational groups/workshops  | Ö |   | A/I |
| Ability to work under pressure and manage own personal stress.   | Ö |   | I |
| Good computer skills, including proficiency in Microsoft Office packages, and the ability to use computer-based information system to record all client assessments and activity.   | Ö |   | A/I |
| **Other**  | A commitment to Equal Opportunities / Equalities and Diversity in work and in service provision  | Ö |   | A/I |
| Commitment to RB Mind’s value base underpinned by access, recovery and social inclusion.   | Ö |   | A/I |
| Willingness to travel throughout the borough of Richmond   | Ö |   | A |
| Positive and flexible attitude to work   | Ö |   | I |
| Ability to plan and prioritise own caseload and time   | Ö |   | I |
| Good administrative skills to ensure self-sufficiency | Ö |  | A/I |

**E = Essential, D=Desirable, A/I = Assessed by Application/ Interview**