

**Job Description**

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| **Job title** | Graduate Psychologist |
| **Responsible to** | IAPT Manager |
| **Remit of the post covers** | North Kent (including Medway) |
| **Department** | Improving Access to Psychological Therapies |
| **Hours** | Full Time |
| **Salary** | £19,551 -£20,250 depending on experience |
| **Length of contract** | Fixed Term – 1 year contract |
| **Location** | Gravesend Office Base – Various |

**Purpose of Post**

The Graduate Psychologist post is created to support the Improving Access to Psychological Services work of the organisation, taking on some of the non-clinical aspects of the work to free up clinicians for the specific duties for which they are trained, thereby helping North Kent Mind to provide IAPT treatments to their clients and to ensure that all aspects of the service meet the standards as laid down in the national IAPT programme.

The post holder would have the opportunity to work alongside clinicians, the Outreach worker, administration staff and the IAPT Manager.

**Structure of the Post**

The Graduate Psychologist will be line-managed and supervised by the IAPT Manager who is in turn supervised and managed by the CEO.

By arrangement, the post will be based at one of the North Kent Mind offices (Dartford Gravesend, Medway) but work in other North Kent Mind sites – including those which are already existing and those created as a result of the work of the post holder – is a given. It is a condition of employment that the post holder is prepared, whenever applicable, to travel to and work at any of our premises within reasonable travelling distance on a temporary or permanent basis. This mobility is essential to the smooth running of our business. Reasonable travel expenses are paid.

This post is constructed as a flexible 37 hr pw post and the nature of this post and our work in general implies that some out-of-office-hours work will be necessary by arrangement.

**A: Duties of Post: General**

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
   * Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, Information Governance, GDPR and Health and Safety.
   * Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
   * Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy.
   * Maintains good liaison with any other outside agencies as is necessary.
   * Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
2. To participate in supervision and appraisal
3. To attend staff meeting and service team meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

**B: Duties of Post: Specific**

These duties are the key role of this post.

* To engage with clients when necessary to help reduce drop out and improve engagement with the service.
* To provide administration for therapeutic groups and courses run remotely or in-person.
* To be the second staff member for the running of online or face-to-face groups and courses where the key facilitator is the trained clinician.
* To administer and collate set questionnaires within the service as required.
* To act as an in-person supporter for clients when they are undertaking gradual exposure exercises designed by a therapist
* To support the IAPT Manager develop the IAPT service in accordance with local need and current professional thinking.
* To assist the IAPT team to ensure that all standards, waiting times, and productivity requirements are met by the service.
* To inform the IAPT Manager of any perceived issues arising which might have an adverse effect on the quality, capacity or budget of the IAPT service.
* To collate, produce and review data to help produce new initiatives that would enhance the client experience.
* Assisting the team in the coordination of patient experience questionnaires.
* Assisting the IAPT team in obtaining pre-assessment questionnaires
* To carry out research or administrative tasks as and when instructed by the IAPT Manager.
* To become familiar with the databases used in North Kent Mind’s IAPT services and to use the statistical data these generate to support the management and improvement of the service.
* To support the IAPT Manager in ensuring effective processes for clients who have been assessed as unsuitable for the IAPT service to have a satisfactory alternative outcome.
* To contact clients who have been overlong on the waiting list, and check on their current situation and wellbeing. To offer appropriate support to them during this time.
* To play a part in meeting the non-clinical needs of clients where therapy has revealed other factors that are hampering individual progress.

**North Kent Mind: Graduate Pschologist Person Specification**

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| **Essential** | **Desirable** |
| Psychology Degree (2.1 or higher) |  |
| Understanding of Mental Health issues. | Experience in working with vulnerable people and mental health services |
| Excellent IT skills and a good understanding of Microsoft Office Programmes |  |
| Ability to understand and analyse data, and formulate reports |  |
| Excellent written, verbal and presentation skills; ability to communicate at all levels | Qualifications or any training in listening skills |
| Ability to collaborate effectively |  |
| Good interpersonal skills that would encourage positive relationship building with both staff and clients |  |
| Proven track record in utilizing initiative, and problem solving |  |
| Flexible and able to adapt to changing situations |  |
| Good organisational skills and the ability to manage workload and prioritise tasks |  |
| Belief in the standards of conduct, performance and ethics as declared by the Health and Care Professions Council |  |
| Belief in the standards and values that North Kent represents |  |
| Ability to get around to the various venues and offices used by North Kent Mind | Car Driver |