

**Job Description – Step 2 IAPT Senior Assessor**

## **Manchester Psychological Wellbeing Service**

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| Responsible to | Clinical Hub Manager |
| Salary | £27,779 per annum (Band 5 + 2 years)  |
| Hours per week  | Full time; 37.5 hour per week |
| Annual Leave per annum | 25 days (rising to 30 days after 5 years), plus Bank Holidays |
| Main base  | Manchester Psychological Wellbeing Service, Oakland House, Talbot Road, M16 0PQ |
| Contract  | Permanent  |
| Level of DBS check  | Enhanced  |

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| Main aims of the post |
| The post-holder will work within the Manchester Psychological Wellbeing Service, alongside the step 2 IAPT assessment team (known in service as the ‘Hub’ team). The post will focus on a combination of triaging referrals into the service, managing risk and identifying the appropriate client care pathway; and assessing individuals who are presenting with complex or comorbid presentations, likely to benefit from support that is not offered within step 2 services.This work will primarily take place over the telephone. The post-holder will be competent in assigning clients to the most appropriate service (provided either by Self Help or externally) to meet the client’s needs, whilst also working within the stepped care model. The post-holder will have a relevant qualification, such as IAPT PWP Post Graduate Certificate, Counselling, or have a core profession. The post holder will be in possession of excellent assessment and communication skills. They will need to be able to demonstrate a minimum of 12 months experience of working within a Mental Health Service Provider.  |

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| **Main duties of the post** |
| 1. To provide comprehensive, time limited assessments to clients; over the telephone  |
| 2. To assess clients who have been identified as having complex or co-morbid presentations |
| 3.To use a range of evidence based tools and techniques for assessments, to help motivate clients and help them establish their therapy goals |
| 4.To collate and analyse performance data as necessary |
| 5. To effectively manage a high volume of assessments and all subsequent tasks, completing these in a timely manner in line with the service targets.  |
| 6.To triage referrals |
| 7.To develop effective relationships with a range of external organisations and agencies |
| 8.To promote the service to communities and agencies as appropriate |
| 9.To keep accurate and up to date records of clients records |
| 10.To ensure quality standards are adhered to and met and that audits are passed |
| 11.To ensure all statutory responsibilities are followed and reported as required |
| 12.To complete any additional tasks identified by the management team that are associated with the Hub  |
| 13.To represent the team and organisation at external events |

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| **General work related expectations** |
| 1. To work within the Big Life group’s mission and values
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| 1. To contribute to the development of the Big Life group
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| 1. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety; Information Governance and Safeguarding
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| 1. To commit to own personal development and attend training or development activities as required
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| 1. To work in accordance with all relevant legislation
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| 1. To undergo regular supervision and at least an annual appraisal
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| 1. To undertake any other duties as required, and as appropriate to the post
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**Minimum Training required for this post**

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| Course title | Needed for this post | Frequency | Other notes |
| Group induction | ✓ | Once |  |
| Mission and Values | ✓ | Once |  |
| Confident Managers |  |  |  |
| Safeguarding training Adults and Children | ✓ | Every 3 years |  |
| Safeguarding for Managers |  |  |  |
| Designated Safeguarding Lead Training |  |  |  |
| Health and Safety (external IOSH) | ⬩ | Every 3 years | Potentially dependant on team size |
| Health and Safety internal/briefing | ✓ | Annual  |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity  | ✓ | Every 3 years | Updates as legislation changes |

Attendance at other training courses will need to be discussed with your line manager



**Person Specification – Step 2 IAPT Senior Assessor**

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

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| Area | Method of assessment |
| **1.Experience** |  |
| 1. Experience of working with a range of service providers and stakeholders
 | A/I |
| 1. Experience of working with people facing a range of barriers and social issues
 | A/I/P |
| 1. Experience of managing client records and keeping these up to date using a database
 | A/I |
| 1. Minimum of 12 months experience in the mental health field
 | A/I |
| 1. Experience of working with a range of mental health problems; as well as complex co-morbid issues (such as substance misuse, domestic violence, housing, homelessness, offending)
 | A/I |
| 1. Experience of working with a range of agencies and organisations to develop effective working relationships
 | A/I |
| 1. Experience of working with individuals in different settings to help them achieve their goals
 | A/I |
| **3.Knowledge**  |  |
| 1. Knowledge of the barriers that service users face when accessing mainstream services
 | A/I/P |
| 1. Knowledge of the local area your service is based in (community groups, services available as well as local demographics)
 | A/I |
| 1. An understanding of the stepped care model
 | A/I |
| 1. Knowledge of the NICE guidelines and of formulating a provision diagnosis
 | A/I |
| **4.Education**  |  |
| Qualifications required for the post |  |
| 1. IAPT PWP Post Graduate Certificate or
2. Counselling qualification, or
3. A registered core profession qualification in one of the following- mental health nursing, occupational therapy, social work or within a psychological therapy
 | A |
| **5. Skills**  |  |
| 1. Ability to use a database/ability to learn how to use a database
 | A/I |
| 1. Ability to work with staff from a range of agencies and organisations to better integrate services for clients
 | A/I |
| 1. Excellent communication skills with a wide range of clients
 | A/I |
| 1. Ability to assist clients to help them define and achieve their goals and aspirations
 | A/I |
| 1. Excellent time and diary management skills. The ability to maintain time boundaries with clients
 | A/I |
| 1. Ability to assess and manage risk and safeguarding
 | A/I |
| 1. Able to prioritise demanding tasks under pressure
 | A/I |
| 1. Ability to manage a complex work load effectively
 | A/I |
| 1. Able to elicit key information which may lie outside of the prescribed questions in the service approved assessment form
 | A/I |
| 1. Ability to write reports and communicate well in English
 | A/I |
| **6. Personal** |  |
| 1. Positive outlook and a ‘can do’ attitude
 | A/I |
| 1. Personal resilience and flexible attitude in the face of difficulties
 | A/I |
| 1. Commitment to working towards the Big Life group’s missions and values including having a non-judgemental approach
 | A/I |
| 1. Commitment to personal development and willingness to regularly update skills and experience
 | A/I |