

**Job Description**

**Trainee Psychological Wellbeing Practitioner – Apprenticeship Route**

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| Responsible to | Team Leader |
| Salary |  £26,529 *(*B4 entry) |
| Hours per week  | 37.5 hours per week |
| Annual Leave per annum | 25 (rising to 30 days after 5 years) |
| Main base  | We are recruiting for the following services -Eastern Cheshire, Manchester, HMR (Heywood, Middleton & Rochdale) & Stockport services  |
| Contract | 15 months fixed term training contract  |
| Level of DBS check | Enhanced  |

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| Main aims of the post |
| The post-holder will work within the NHS Talking Therapies service providing high volume low intensity interventions whilst undertaking a programme of training for this role. The training post will equip the post -holder to carry out assessments and provide a range of cognitive behavioural therapy (CBT) based self-management interventions to clients with mild to moderate anxiety and depression. The post-holder will attend all taught and self-study days required by the education provider, as specified within National Low Intensity curriculum and work in the service for the remaining days of the week using their developing skills. The post holder will work with people of different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities. |

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| Main duties of the post |
| 1. Assess and support people with a common mental health problems in the self- management of their recovery.
2. Undertake patient-centered interviews which identifies areas where the person wishes to see change and or recovery and makes an accurate assessment of risk to self and others.
3. Make decisions on suitability of new referrals, adhering to the department’s referral protocols, refers unsuitable clients on to the relevant service or back to the referral agent as necessary or steps-up the person’s treatment to high intensity psychological therapy.
4. Provide a range of information and support for evidence based high-volume low-intensity psychological treatments. This may include guided self-help computerised CBT, information about pharmacological treatments. This work may be face to face, groups, telephone or via other media.
5. Educate and involve family members and others in treatment as necessary.
6. 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.
7. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
8. Complete all requirements relating to data collection within the service.
9. Keep coherent records of all clinical activity in line with service protocols and use these records and clinical outcome data in clinical decision making.
10. 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.
11. Assess and integrate issues surrounding work and employment into the overall therapy process
12. Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.
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| Professional duties & responsibilities  |
| 1. Ensure the maintenance of standards of practice, according to the employer and any regulating bodies, 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).
2. Ensure that client confidentiality is protected at all times.
3. Be aware of and keep up to date with advances in treatment for common mental health problems.
4. Participate in individual performance review and respond to agreed objectives.
5. Attend relevant conferences / workshops in line with identified professional objectives.
6. It will be compulsory to register with the British Psychological Society or the British Association for Behavioural and Cognitive Psychotherapies if you are a qualified PWP providing a service to NHS patients and are working within an appropriate system of care for the role.

<https://www.babcp.com/PWP/About-PWP-Registration> <https://www.bps.org.uk/wider-psychological-workforce>  7. There will be an expectation to engage with a preceptorship following completion of the training period. |

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| Training and supervision  |
| 1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice-based assessments.
2. Apply learning from the training programme in practice
3. Receive supervision from educational providers in relation to course work to meet the required standards.
4. Prepare and present clinical information for all patients on their caseload to clinical case management supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the clinical governance obligations of the worker, supervisor and service are delivered.
5. Respond to and implement supervision suggestions by supervisors in clinical practice.
6. Engage in and respond to personal development supervision to improve competences and clinical practice.
7. Prepare for, attend and engage in weekly clinical skills supervision
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| General work-related expectations |
| 1. To work within the Big Life group’s values ethos and vision
2. To contribute to the development of the Big Life group
3. 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
4. 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
5. To commit to own personal development and attend training or development activities as required
6. To maintain up to date knowledge of legislation national and local policies and procedures in relation to Mental health and Primary care services.
7. To participate in regular supervision and annual appraisal
8. 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 |  |
| Safeguarding training Adults and Children | ✓ | Every 3 years |  |
| Health and Safety | ✓ | Annual  |  |
| Information Governance | ✓ | Once | Annual refresh |
| Equality and Diversity  | ✓ | Every 3 years | Updates as legislation changes |
| Records Keeping | ✓ | Every year  |  |
| Risk management  | ✓ | Every year  |  |



**Person Specification**

**Apprentice Psychological Wellbeing Practitioner**

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; R= Role play; G= group task

| **Category** | **Essential** | **How Assessed** | **Desirable** | **How Assessed** |
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| **Qualifications** | It is a programme requirement that apprentices must provide evidence of achievement of an English qualification such as GCSE English grade C/grade 4 and above, or level 2 functional skills  | Application |  |  |
| **Experience** | Experience of working or volunteering in a health or social care setting | Application | Experience of working with people who have experienced mental ill health.Experience of working in Primary Care services Experience of working in a service where agreed targets are in place which demonstrate clinical outcomes Experience of presenting in a group settingExperience of delivering interventions to people with Mental ill health. | Application / InterviewApplication / Interview Application / Interview Application / Interview Application / Interview |
| **Knowledge** | Demonstrates an understanding of anxiety and depression and how it may present in Primary Care Demonstrates a knowledge of the issues surrounding work and the impact it can have on mental health Knowledge and understanding of the NHS Talking Therapies model and application to treat common mental health conditions. | Application / Interview Application / Interview Application / Interview  | Received training (either formal or through experience) and carried out risk assessments within scope of practiceDemonstrates an understanding for the need to use evidence based psychological therapies and how it relates to this post Knowledge of medication used in anxiety and depression and other common mental health problemsKnowledge of the impact of physical conditions on aspects of mental healthSome understanding of the demographics of the area(s) you will be working within | Application / InterviewApplication / InterviewApplication / Interview Application / Interview Application / Interview  |
| **Skills**  | Ability to evaluate and put in place the effect of trainingComputer literate & ability to use a range of programmesExcellent verbal and written communication skills, including telephone and IT-based communication Able to develop good therapeutic relationships with clientsAbility to function well as part of a multi–disciplinary team.Ability to manage own caseload and time | Application / InterviewApplication / InterviewApplication / InterviewApplication / Interview Application / InterviewApplication / Interview |  |  |
| **Training** | Able to meet the travel needs of the trainingAble to complete academic components of the course. Able to integrate training into practice  | InterviewInterview Interview |  |  |
| **Other requirements** | High level of enthusiasm and motivation. Excellent communication skills Ability to work within a team and foster good working relationshipsAbility to use clinical supervision and personal development positively and effectivelyAbility to work under pressure Regard for others and respect for individual rights of autonomy and confidentiality Ability to be self-reflective, whilst working with service users, in own personal and professional development and in supervisionAbility and willingness to travel to locations in the community and throughout the organisation, as part of the trainee PWP role. | InterviewInterviewInterviewInterviewApplication / InterviewInterviewInterviewApplication / Interview  | An ability to speak a language other than English | Application / Interview  |