



PSYCHOLOGICAL SERVICES

Empathy • Experience • Expertise

## **Job Description: Clinical / Counselling Psychologist**

**Job Title:** Clinical / Counselling Psychologist

**Salary:** Negotiable, depending on experience

**Responsible to:** Head of Service

### **General Description of Service:**

CTC Psychological Services LLP is a community based multidisciplinary independent practice that offers specialist assessment and therapy to individuals and families, with special emphasis on Child and Family Clinical, Counselling and Forensic Psychology and Adoption Support Services.

### **Job Description:**

To be part of a community based multidisciplinary independent practice, providing specialist assessment and therapy on behalf of Courts, statutory services, individuals and families, with special emphasis on Child and Family Forensic Psychology and services provided under the Adoption Support Fund.

Our service is committed to the protection and safeguarding of children, young people and adults at risk. We emphasise that all members of our team have a duty of care with regard to safeguarding, for which training will be provided.

### **Duties:**

- To conduct specialist clinical assessment and intervention with clients of all ages. This will include complex cases and requires effective management of high levels of client distress, including expressions of anger, suicide and self-harm.
- To undertake work autonomously within professional guidelines and within the overall framework of the service's policies and procedures
- To be responsible for reading of case documentation and information provided for the purpose of preparing for and completing assessments and reports.
- To supervise Assistant Psychologists, Psychologists and other staff in the use of psychometric and clinical assessment, and therapeutic intervention.
- To supervise the role of Assistant Psychologists, Psychologists and other staff in scoring and recording of psychometric data, manually and by computer, ensuring the accuracy of all such calculations and data input to a very high standard, and interpretation and integration of complex psychological data from a variety of sources.

- To provide a high standard of written report, grammatical accuracy and CTC standard of layout on reports, and to provide accurate proof-reading of reports and other documents. To maintain a schedule for report deadlines and ensure that these are adhered to.
- To attend professionals' meetings, providing appropriate psychological formulations, consultation and advice, based upon analyses of the available psychological information concerning referred individuals or families, considered in the context of their particular circumstances.
- To develop highly specialised psychological interventions for clients, including complex cases, working with adults, children and family groups, basing interventions on an appropriate conceptual framework of the clients' difficulties and drawing upon extensive theoretical knowledge.
- To maintain accurate records and to present cases and other aspects of work at group supervision.
- To prepare materials for teaching and training purposes and to undertake training and supervision of other CTC staff and general agency staff, including presentation of materials as directed by the Head of Service.
- To conduct, supervise or assist with research and audit projects as directed by the Head of Service.
- To maintain adequate records of work in accordance with the policies of CTC Psychological Services and particularly in accordance with confidentiality policy.
- To attend and contribute to staff training and organisational meetings, and to take part in training courses as directed by the Head of Service.
- To undertake personal training and staff development, supervision and reading appropriate to the post.
- To act in accordance with service policies and procedures and to participate in the development of the service and maintenance of high standards.
- To advise the Head of Service on psychological or organisational matters that need addressing.
- To provide general office cover in the case of staff shortages, to ensure the maintenance of the service.
- To liaise with clients and purchasers of legal assessments and therapy regarding estimates, contracts, invoices, client attendance/non-attendance and report deadlines.
- To ensure that standards of dress and behaviour are conducive to professional interaction with all agencies and clients and to ensure a professional and therapeutic environment for clients, and other visitors to the Centre.

**Additional Information:**

For full-time posts, the working week amounts to 37½ hours, and there are 27 days annual holiday entitlement plus 8 days general public holidays.

Training fees are considered where appropriate, to be paid by CTC to outside agencies for approved and supported training. This is by individual negotiation.

This job description is subject to review should service needs and development require, in consultation with the post holder.

**Values:**

CTC is committed to safeguarding and promoting the welfare of children, young people and adults in need, and we expect all staff and volunteers to share this commitment. Staff have a responsibility to ensure they are aware of specific duties relating to their role and should familiarise themselves with CTC's safeguarding policies and procedures and be aware that regular safeguarding training updates are mandatory for all staff.

CTC is committed to developing an environment that embraces diversity and promotes equality of opportunity.

CTC is committed to supporting all staff to achieve a healthy and sustaining work/life balance. This is the responsibility of all employees and will be achieved by consultation, open communication and involvement of all team members.