

## **Job Description – Assistant Psychologist**

<b>Job title:</b>	Assistant Psychologist
<b>Directorate:</b>	Clinical
<b>Location:</b>	Head Office
<b>Accountable to:</b>	Head of Psychological Therapies
<b>Pay grade:</b>	Band 5
<b>Type:</b>	Fixed-term

### **Values Framework**

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

- Together
- Focused
- Bold
- Personal

### **General Overview of Role**

- Combat Stress is the leading provider of mental health services to British veterans. Our focus is on providing specialist treatments that meet the specific mental health needs of veterans across our three treatment centres and community outreach teams
- The Assistant Psychologist will be required to work as part of an inter-disciplinary clinical workstream to help in the planning, development and operationalisation of a new residential 3-week intensive treatment programme (ITP3) for veterans with complex trauma-related mental health difficulties (such as PTSD and C-PTSD).
- In addition, the Assistant Psychologist will work within the England South hub approximately one day per week supporting the work of the interdisciplinary team.

### **Main Duties and Key responsibilities**

#### **Intensive Treatment Programme**

- To monitor ITP3 project timelines across all aspects of delivery
- To co-ordinate the development and delivery of clinical content against the project timelines
- To oversee the collation and proof reading of veteran and clinical staff manuals for ITP3
- To support with sourcing (internal and external) clinical material for ITP3 programme
- To support the development of clinical Standard Operating Procedures for the delivery of ITP3
- To maintain online depositories for all material and manage version control, critical review (including Veteran Voice) and final versions of all material

- To support the Clinical Workstream Lead with meeting notes, action logs and reporting into ITP3 Project Board
- To support the development of training materials to deliver to clinicians
- To create a database of research literature relevant to the clinical model

### **South Hub Clinical Team**

- To assist with clinically related administration, conduct of audits and service evaluations, collection of statistics, development of research projects and other project work
- To assist with the screening of new referrals into the service to assess suitability for Combat Stress services against inclusion and exclusion criteria
- To undertake structured psychological interventions under the supervision of a qualified professional Psychologist working according to a plan agreed with a qualified Psychologist and other staff
- To co-facilitate psychoeducational groups
- To collect and maintain data relating to routine clinical outcome measures (RCOMs)
- The post holder will be expected to work closely with the senior Psychologists from the service and more senior staff to contribute to the development and enhancement of the treatment programmes
- The post holder will be expected to attend and contribute to relevant multi-professional meetings

### **General responsibilities**

- The post holder will be expected to receive regular supervision for all clinical work with veterans and their relatives and carers in accordance with the service policies of Combat Stress and professional practice guidelines
- To participate in an agreed programme of training and professional development in order to develop clinical knowledge and practice relevant to the delivery of current duties
- To maintain up to date knowledge of legislation, national and local policies and issues of relevance to veterans and Combat Stress
- To undertake such other duties and responsibilities, appropriate to the grade of the post, as may be agreed with the senior psychologist.

### **Governance**

- To ensure that the statutory mental health (including safeguarding and vulnerable adult) responsibilities of Combat Stress are carried out
- To work with the Senior Psychologist to support efforts to ensure that clinical governance structures are adhered to within the multi-disciplinary team

### **Key Relationships**

- Deputy Head of Operations - England
- Principal Clinical Psychologist/CBT Therapist and/or Consultant Clinical Psychologist

- Head of Psychological Therapies
- Senior Psychological Therapists across Combat Stress
- Inter-disciplinary Team
- Community Outreach Teams
- Research Team
- Quality and Clinical Governance Team
- Veteran Voice Group and other Service User Groups
- Peer Support workers
- Family Support workers
- NHS and other Veteran Mental Health Providers

### **Risk Management**

As an employee of the Charity, the postholder is required to be risk aware and readily able to identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder's line manager.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

Date revised: January 2022

Signature of postholder

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Print name

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Date

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