

## ASSISTANT PSYCHOLOGIST - JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Role</b>	<b>Assistant Psychologist</b>
<b>Salary</b>	<b>£27,485 - £30,162</b> ( <i>It is the policy of our social enterprise to start at the lower end of the scale, with opportunities built in for review against performance.</i> ) The remuneration package includes 34 days' annual leave (inclusive of public holidays, pro rata), and contributions to pension scheme.
<b>Working hours</b>	Full Time (37.5 hours per week). The postholder will share the duty of opening and closing the clinic according to our service schedule. This means there will be some earlier starts and later finishes beyond usual office hours and/or occasional weekends.
<b>Location</b>	Based in our clinic at The Shore, Leith (2 Sandport Place, Edinburgh, EH6 6EU)
<b>Reporting to</b>	Clinical Lead (for clinical supervision) and Operations Manager (for operational and admin matters)
<b>Line management responsibilities</b>	N/A
<b>Contract term</b>	1-year fixed term initially, with possibility of extension
<b>Key working relationships</b>	<b>Internal:</b> Management team and Shore's community of self-employed clinicians <b>External:</b> Fee-paying clients, pro bono clients, charity partners, referral partners and wider Shore community

### Purpose of the role

The purpose of the role is to work closely with the management team at our new social enterprise to support and enhance the delivery of psychological therapies and assessments with clients, both fee-paying and non-fee-paying. Where appropriate, the postholder will provide psychological assessments and interventions under the clinical supervision of the Clinical Lead, and within the overall framework of Shore's policies and procedures. The postholder will provide support with clinically related administration, including gathering of statistics, minuting multi-disciplinary meetings (MDTs) and support and supervision meetings, gathering psychometric data for neurodevelopmental assessments, conducting audits, and monitoring the progress of neurodevelopmental assessments. They will support the Clinical Lead in training development for clinical associates and our charity partners, and support with other exciting projects as we develop our social enterprise. The postholder will also be required to support with general operational and administrative duties, including reception cover.

**Responsibilities and duties:****Clinical**

- To carry out psychological assessments of clients based on established protocols, applying psychological and neuropsychological measures, self-report questionnaires, rating scales, and direct/indirect structured observations and semi-structured interviews with clients, their families, and others involved in their care. In particular, the postholder will support neurodevelopmental assessments for ADHD and ASD with children and adults.
- To support the formulation and implementation of care plans that include psychological interventions and/or the management of a client's difficulties, under the supervision of the Clinical Lead.
- To assist with organising and facilitating therapeutic groups.
- To contribute to the development of a trauma-informed and neuro-inclusive approach to service delivery for the benefit of staff and clients, which may include helping to create training materials, self-help resources, and psychoeducational materials.
- To attend and contribute to multidisciplinary team meetings and group support and supervision.

**Teaching, training and supervision:**

- To receive regular clinical supervision in accordance with professional practice guidelines.
- To gain wider experience of professional psychology within a social enterprise setting
- To develop skills and competencies that assist in the delivery of their duties at Shore Psychology.
- To assist our Clinical Lead in the delivery of teaching, training or support to clinical staff.

**Service development, service evaluation and research:**

- Shore Psychology is a new social enterprise and we are still in the process of establishing and developing our different services. The postholder will be required to contribute to the development of these services by attending meetings where new ventures are discussed, and contributing to associated marketing projects.
- To support the planning and delivery of audit and research projects.
- To carry out data collection and analysis, contribute to the creation of reports and summaries using IT tools and statistical software. (SPSS)
- Evaluating outcome data and presenting this to the management team.
- To carry out literature and research reviews to support qualified clinical psychologists in applying evidence-based practices in both individual casework and collaborative projects.

**Reception and administrative support:**

- As Shore is still in the startup phase, we do not yet have dedicated administrative support. The postholder will assist the Operations Manager by carrying out general administrative duties at the practice, including covering reception on a weekly rota basis, responding to client enquiries, booking appointments and opening/closing the clinic when required.

**General:**

- To support the enhancement and maintenance of the highest professional practice standards by actively engaging in internal and external continuing professional development (CPD) training, under the supervision of the Clinical Lead.

- To uphold exemplary standards in clinical documentation and report writing, in line with HCPC professional guidelines.

### Person Specification

*A = assessed at application stage. I = assessed at interview stage*

Essential	Desirable
Education and Qualifications	
<p>A 2:1 or higher honours degree in psychology. <b>(A)</b></p> <p>Eligibility for Graduate Membership of the British Psychological Society <b>(A)</b></p>	<p>Additional postgraduate training in relevant fields of professional psychology, mental health practice, or research. <b>(A)</b></p>
Experience	
<p>Demonstrable experience of paid or voluntary work involving direct support for vulnerable people. <b>(A)</b></p>	<p>Experience of paid or voluntary work in the care sector, working with vulnerable people with a range of mental health and/or physical support needs. <b>(A)</b></p> <p>Experience of working in a charity or social enterprise which provides direct support for beneficiaries. <b>(A)</b></p> <p>Experience of working in the NHS, with a knowledge of statutory mental health provision in the Lothians. <b>(A)</b></p> <p>Experience of using SPSS for Windows for data-analysis. <b>(A)</b></p>
Knowledge, Skills and Personal Attributes	
<p>Excellent communication and interpersonal skills, both verbal and written. This includes communicating in a supportive and non-judgemental way with people who may be neurodivergent or experiencing mental health difficulties <b>(A/I)</b></p> <p>Ability to communicate high-level clinical information to clients and caregivers in a clear and effective way. <b>(I)</b></p> <p>An understanding of the needs and challenges commonly faced by people who are struggling with their mental health <b>(A/I)</b></p> <p>A theoretical framework in psychology, particularly in applied psychology and developmental psychology. <b>(A/I)</b></p>	<p>An interest and knowledge of the complex effects of trauma, and trauma-informed practice. <b>(A/I)</b></p> <p>An interest and knowledge of neurodivergence and neuro-inclusive service provision. <b>(A/I)</b></p> <p>A desire to improve access to expert trauma-informed psychological care for people who are less likely to receive the support they need elsewhere. <b>(A/I)</b></p> <p>High standard of report writing. <b>(A)</b></p>

<p>The ability to apply psychological knowledge gained through academic study in a clinical context. <b>(A/I)</b></p> <p>A good understanding of social science methodology and statistics. <b>(A)</b></p> <p>Excellent IT skills and ability to use Word, Excel, PowerPoint and CRM systems. <b>(A)</b></p> <p>Ability to make good use of supervision and support from the Clinical Lead and other psychologists. <b>(I)</b></p> <p>Ability to work independently, reliably and consistently with work agreed and managed at regular intervals. <b>(I)</b></p> <p>A willingness to 'get stuck in.' We are a small, collaborative team and support each other with different tasks as needed. <b>(A/I)</b></p>	
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