

## **JOB DESCRIPTION**

**Post Title:** IAPT Psychological Well Being Practitioner

**Grade:** NJC Scale points 25-29

**Responsible to:** Clinical Lead / Hub Manager

**Accountable to:** Chief Executive Mind in Bexley

---

---

### **Job Purpose**

The post-holder will work within the IAPT service providing high volume low intensity interventions which will be a range of cognitive behavioural therapy (CBT) based self management interventions to service to clients aged 18+, with mild to moderate anxiety and depression.

The post holder will work with people with different cultural backgrounds and ages, using interpreters when necessary and should be committed to equal opportunities

The post holder may have to work between locations as agreed.

The post holder will have a team work approach and be flexible and adaptable to the needs of the organisation

---

---

### **Main Duties and Responsibilities**

#### **1. CLINICAL**

- 1.1. Accept referrals via agreed protocols within the service and develop programmes of care packages.
- 1.2. Assess and supports people with a common mental health problem in the self management of their recovery.
- 1.3. Undertakes patient-centred 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.
- 1.4. 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.
- 1.5. Provide a range of information and support for evidence based high-volume low-intensity psychological treatments. This may include guided self-help computerised CBT, group work (CBT based) Group Psycho-educational workshops. This work may be face to face, telephone or via other media.
- 1.6. Educate and involve family members and others in treatment as necessary.

- 1.7. 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.
- 1.8. Attend multi-disciplinary meetings relating to referrals or clients in treatment, where appropriate.
- 1.9. Complete all requirements relating to data collection within the service.
- 1.10. Keep coherent records of all clinical activity in line with service protocols and use these records and clinical outcome data in clinical decision making.
- 1.11. 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.
- 1.12. Assess and integrate issues surrounding work and employment into the overall therapy process.
- 1.13. Operate at all times from an inclusive values base which promotes recovery and recognises and respects diversity.
- 1.14. 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.
- 1.15. Respond to and implement supervision suggestions by supervisors in clinical practice.
- 1.16. Engage in and respond to personal development supervision to improve competences and clinical practice.

## 2. **PROFESSIONAL**

- 2.1. Ensure the maintenance of standards of practice according to the employer and any regulating, 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).
- 2.2. Ensure that client confidentiality is protected at all times.
- 2.3. Be aware of, and keep up to date with advances in the spheres of treatment for common mental health problems.
- 2.4. Ensure clear objectives are identified, discussed and reviewed with senior therapists on a regular basis as part of continuing professional development.
- 2.5. Participate in individual performance review and respond to agreed objectives.
- 2.6. Keep up to date all records in relation to Continuing Professional Development and ensure personal development plan maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.
- 2.7. Attend relevant conferences / workshops in line with identified professional objectives.

### **3. GENERAL**

- 3.1. To contribute to the development of best practice within the service.
- 3.2. To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- 3.3. All employees have a duty and responsibility for their own health and safety and the health and safety of colleagues, patients and the general public.
- 3.4. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- 3.5. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- 3.6. This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.