

# Job Description

<b>Job Title</b>	Psychology Assistant	<b>Job Family</b>	
<b>Reporting to</b>		<b>Job Code</b>	
<b>Location</b>		<b>Evaluation Date</b>	
Roles within the Therapy job family are dedicated to promoting the psychological, social and physical well being of patients, children and young people/adults, families and carers by assessing, planning, delivering and reviewing therapeutic interventions.			

## Main Purpose

Assists professional and clinical staff with the planning, implementation and evaluation of therapy and care plans in order to support the mental, emotional, physical and social well-being of assigned clients, their carers and their families.

## Key Accountabilities

1. Supports senior staff with patient screening and assessment as part of the care and therapy-planning process, assisting with tests, observations and therapy sessions as directed.
2. Assists with the planning, delivery and review of one-to-one and group therapy sessions ensuring activities and interventions continue to meet the needs of the client as detailed in the individual's therapy plan and as directed by senior staff.
3. Maintains accurate and up-to-date records in the form of case notes, case files, clinical reports and other associated documentation presenting and sharing relevant information with colleagues, in accordance with company policies and procedures.
4. Collaborates, with professional and clinical colleagues facilitating related therapy sessions and assisting with research, analysis and audit activities as directed.

## Knowledge & Skills

The role holder will require an appropriate degree, whilst working towards professional registration/accreditation.

## Experience

Previous general work experience.

## Autonomy & Impact

The majority of tasks and activities are routine. More complex tasks, interventions or activities will be directed or supervised by a senior member of staff. The role holder is responsible for addressing routine incidents and issues, referring more unusual occurrences to senior staff.

## Intelligent Problem Solving

Intelligent problem solving will be based upon acquired knowledge and skill gained through experience and supervised practice. A creative approach is required when facilitating therapy sessions.

## Responsibility

### Staff

Teaches and coaches junior or less experienced colleagues as appropriate.

### Budgets & equipment

Collective responsibility for the care and security of equipment and other consumables within the unit.

### Informatics

Responsibility for the accuracy, security and confidentiality of patient records.

## Communication & Interaction

Well-developed communication and interpersonal skills are an important feature, as this role holder has to gain the trust and build the confidence of patients, families and carers while maintaining good working relationships with consultants, external organizations and agencies. The role holder will undertake some coaching of clinical models, but under supervision.

## Working environment

The problems faced by patients may present challenging situations, which may increase the physical, sensory and emotional demands of the role.

## Special Features

Role holder must participate in appropriate clinical supervision.

# Competency Profile

*Ways we Work*

**Job type :** Psychology Assistant

**Job Code:** TPY/011

**Job family :** Therapy

## Upholding Company Values

Competency	Req'd Level	Descriptors
<b>Collaboration &amp; Teamwork</b>	<b>1</b>	<ul style="list-style-type: none"> <li>✓ Responds positively to requests from others</li> <li>✓ Is always prepared to help others</li> <li>✓ Participates in team discussions and activities</li> <li>✓ Shares information with team members and colleagues</li> <li>✓ Understands how own role contributes to the success of the team</li> </ul>
<b>Personal integrity</b>	<b>1</b>	<ul style="list-style-type: none"> <li>✓ Provides honest and direct answers to questions</li> <li>✓ Recognizes and acknowledges own strengths and weaknesses</li> <li>✓ Respects the views, customs and values of others</li> </ul>
<b>Improving quality standards</b>	<b>1</b>	<ul style="list-style-type: none"> <li>✓ Checks quality of own work</li> <li>✓ Follows procedures</li> <li>✓ Corrects errors and mistakes</li> <li>✓ Keeps own workspace tidy and organized</li> <li>✓ Complies with relevant regulatory and statutory requirements</li> </ul>

## Responsiveness

Competency	Req'd Level	Descriptors
<b>Patient/pupil Interaction</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Acknowledges and responds to requests, enquires and concerns</li> <li>✓ Is always approachable and welcoming making patients, residents, students and their families and carers feel safe &amp; secure</li> <li>✓ Recognizes and understands non-verbal cues and atypical behaviour</li> <li>✓ Follows through to ensure requests are fulfilled and problems are resolved</li> <li>✓ Adapts own approach in response to the given situation</li> <li>✓ Recognizes and understands non-verbal cues and atypical behaviour</li> <li>✓ Is compassionate and sensitive when dealing with intimate personal needs</li> </ul>

## Information management

Competency	Req'd Level	Descriptors
<b>Information handling</b>	<b>2</b>	<ul style="list-style-type: none"> <li>✓ Makes full use of all readily available information sources</li> <li>✓ Collects relevant information when solving problems and making decisions</li> <li>✓ Uses effective, open ended questions to get to the facts</li> <li>✓ Clarifies what people say to ensure message has been correctly received</li> <li>✓ Uses 'how, what, who, when, why' questions</li> </ul>