

Job Description: Assistant Psychologist

Job Title:	Assistant Psychologist
Location:	Helen Bamber Foundation offices, Camden, London
Responsible to:	Heads of Therapies
Hours:	37.5 hours (full-time)
Salary:	£ 26,000
Benefits:	27 days holiday plus 3% matched pension contribution

Please note, due to the nature of the role, we are unable to consider a job-share arrangement for this post.

BACKGROUND

The Helen Bamber Foundation (HBF) is a human rights organisation with an international reputation for providing medical consultation, therapeutic care, legal protection and practical support to survivors of human rights violations. We are a team of therapists, doctors, lawyers, caseworkers and administrators who help men, women and children recover from the emotional and physical damage they have suffered as a result of torture, human trafficking, or other forms of cruelty.

OVERVIEW OF THE ROLE

As an assistant psychologist within the Helen Bamber Foundation, you will be responsible for supporting the therapy team in assessing and delivering a range of therapeutic interventions to clients of the Helen Bamber Foundation. As part of this role, you will be responsible for overseeing (and conducting some) initial assessments with new clients referred into the organisation, and overseeing the six-month and annual reviews of all existing clients. You will hold a small caseload of clients who you see for 'stabilisation' interventions. This role will require you to liaise closely with the therapists and other team members to oversee data collection and monitoring within the department. You will also be responsible for training and co-ordinating our team of volunteer assistant psychologists

We are looking for someone who is committed to working with individuals who have experienced human rights abuses and who have developed trauma spectrum disorders as a result. The candidate will also have a passion for Human Rights work beyond the individual client work. This role also requires someone with the ability to react and respond creatively and appropriately to the developing needs of the charity.

MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

Under the supervision of an HCPC Registered Clinical Psychologist, to:

- To undertake initial 'needs and risk' assessments of new clients referred to the Helen Bamber Foundation. This involves making an assessment of client's holistic needs, including their housing, legal, social and medical needs, in addition to any mental health needs.
- To assist in the formulation of a client's difficulties.
- To attend and contribute to team meetings to develop other team members' understanding of clients' difficulties, and contribute to the development of a holistic care plan.

Founder: Helen Bamber OBE, DU (Essex)

President: Emma Thompson (DBE)

Human Rights Advisory Group

Sir Geoffrey Bindman QC (hon) (Chair), Sir Nicolas Bratza,
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Kerry Smith (Chief Executive Officer), Professor Cornelius Katona MD FRCPsych (Medical
Director)

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- To oversee the six-month and annual reviews of all existing clients to review and update care plans.
- To oversee data collection and monitoring within the therapy department.
- To hold a small caseload and deliver short-term, CBT-informed 'stabilisation' interventions to help clients manage their symptoms of post-traumatic stress disorder (PTSD), depression, or anxiety.
- To assist in the co-ordination and running of therapeutic groups, as required.
- To attend the weekly community group to offer 'listening support' and support with practical issues as required. To liaise with colleagues from other disciplines, as well as liaise with other non-statutory and statutory organisations on matters of clinical care.
- To co-ordinate the work of the volunteer assistant psychologists, and to induct and train new volunteers and clinical interns, as required.

TEACHING, TRAINING AND SUPERVISION

- To receive regular clinical supervision from one of the organisation's qualified psychologists and in accordance with professional practice guidelines.
- To develop skills and competencies that assist in the delivery of current duties
- To contribute to the training and support of other staff in psychological care, including contributing to the organisation of trainings.
- To complete an annual performance review and participate in personal development planning.

GENERAL/ADMINISTRATIVE/IT RESPONSIBILITIES

- To take a client-centred approach to the work, and to ensure clients (and carers) are included in all decisions about their care at the Helen Bamber Foundation.
- To be responsible for updating client records and inputting data onto electronic systems in a timely manner, in line with best practice guidance.
- To be responsible for minute taking within the weekly clinical multi-disciplinary meeting.
- To be responsible for producing reports relating to data collection and governance, as required.
- To prepare letters or reports for clients under the care of the therapy team, as required.
- To assist with, or co-ordinate ad-hoc casework tasks that are required for clients in the short term
- Ensure that practice is evidence-based and adhere to all internal policies, as well as adhering to professional codes of conduct and ethical practice guidelines.
- To review case files, depositions etc. where appropriate, analysing that information, providing summaries and reports under the supervision of a qualified clinical psychologist.
- Where necessary, to promote the work of the Helen Bamber Foundation at conferences and other events.

To be noted:

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the line manager and clinical supervisor.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The post holder is expected to comply with all relevant organisational policies, procedures and guidelines, including those relating to equal opportunities, health and safety and confidentiality of information.

PERSON SPECIFICATION

The successful candidate will be an assistant psychologist who is passionate about working with survivors of human rights abuses, as well as having an understanding of the unique social and political context our clients are living in and the effect of this on their psychological wellbeing.

ESSENTIAL

- A First or Upper Second honours degree in Psychology, or a lower class/alternative degree subject with a post-graduate qualification in Psychology.
- Entitlement to graduate membership of the British Psychological Society.
- Significant experience of face-to-face work within a mental health/therapeutic setting. Evidence of the ability to develop therapeutic relationships with a range of clients.
- Experience of working with clinical psychologists and has an awareness of professional standards/issues.
- Experience of, and commitment to, multidisciplinary team working.
- Working knowledge of the legal, political and social issues in the human rights, asylum & refugee, and health sectors.
- The ability to work independently. Exceptional organisational skills with experience of managing multiple tasks and prioritising effectively.
- Accuracy and excellent attention to detail.
- Good communication, interpersonal and team working skills, with an ability to work independently and seize opportunities.
- Computer literate and confident in using all MS Office software.
- Understanding of, and commitment to, the objectives of Helen Bamber Foundation.
- To have experience of working with clients from a range of cultural backgrounds.
- Ability to accept and use supervision appropriately and effectively. Recognises the limits of own competence and need for supervision.
- To support and maintain high quality clinical practice in the face of regular exposure to highly emotive or traumatic material.

DESIRABLE

- To have experience in working with clients with PTSD and other trauma spectrum disorders.
- Experience of research methods, audit or other service evaluation techniques.
- To have experience of working with refugees, asylum seekers or survivors of trafficking.
- To have experience of working with interpreters.
- To have experience of managing others, or evidence of other leadership responsibilities.
- Experience using computers for databases or data-analysis, especially SPSS for Windows.

Please note that we require applicants to have the right to work in the UK and that the successful candidate will be offered the job subject to suitable references and a DBS check.

Please submit an up to date CV and covering letter by 5 pm on Monday 21st January 2019 outlining your relevant skills and experience, as well as how your previous experience that **matches the listed responsibilities and person specification** to jobs@helenbamber.org.

The interview date will be Thursday 31st January 2019.

We regret that we can only respond to applicants who make it to the interview stage. No agencies.