**ROLE PROFILE**

**Job Title: Psychology Assistant**

**Directorate: People**

**Accountable to: Clinical Psychology Lead**

**Grade: G Competency Level: 2**

**JE Code: JE2017**

**Date: October 2021**

**Purpose of job**

**Under the supervision of a Clinical Psychologist, the Assistant Clinical Psychologist:**

* Is based at the Integrated Autism Service at Neath Hill. The post holder needs to be able to deal professionally yet effectively and sensitively with a busy clinical setting, conforming to national and local policies for Health and Safety and guidelines of appropriate professional conduct.
* Will work directly with young people aged 16 plus and adults to deliver individual service user assessments
* Work with people diagnosed with autism, and their families to deliver behavioural and other psychological interventions as directed in a person centred and outcome-focused way, providing advice, information and support within the Integrated Autism service.
* Will participate in multi-disciplinary working within the Integrated Autism service to meet statutory, core and commissioned service needs.
* Will deliver training and education packages to individuals, families and carers

**The position** will enable the post-holder to acquire a range of skills and experience in preparation for professional training as a Clinical Psychologist.

**Key Objectives:**

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| 1 | To conduct individual observations, assessment and deliver clinical interventions where required, for people who may have autism. |
| 2 | To conduct where necessary more detailed behavioural assessments with regards to an individual’s learning disabilities, adaptive and social skills functioning, clinical risks and challenging behaviour |
| 3 | To guide formal settings in the effective implementation of strategies to support people with autism, promoting outcome focused interventions to enable individual wellbeing. |
| 4 | To contribute to the development of, and deliver training, to individuals, their families and/or services that provide autism support. |
| 5 | To assist in the clinical review of individuals and participate in the management of risk, alerting others to the needs of service users should they be at risk |
| 5 | To use systems and resources to effectively keep and gather assessment data, manage and record interventions, analyse data, monitor progress and produce audit reports as required. |
| 6 | To assist in the planning and implementation of research projects/project work as required. |
| 7 | To champion the needs and aspirations of individuals, enabling them to fulfil their potential and achieve wellbeing, by working directly with them, their family and others who support them. |
| 8 | As part of the Integrated Autism service, to support and promote autism awareness in the wider community |

**Scope**

The focus of this role is to participate in the assessment and support of people with autism within an Integrated Autism. To successfully achieve this, the role holder will need to develop and maintain positive and effective working relationships and partnerships with a range of stakeholders. The role holder manages their own caseload to provide effective casework management.

The role holder will assist the Integrated Autism Service in providing a specialist, outcome focused, person-centred service for individuals over the age of 16. This includes providing support and guidance to formal service providers as well as delivery and evaluation of interventions with individuals and their family.

The role holder will be expected to contribute and deliver relevant autism specialist knowledge and training and assist the Integrated Autism team~~s~~ in providing bespoke training packages to a variety of settings. They will also be a key member of the Integrated Autism service parent/carer~~s~~. training

The role holder will attend and participate in complex case meetings supported by the Clinical Psychologist.

The post holder will be required to work under their own initiative, seeking appropriate support and guidance as required. Supervision and support will be provided by a Clinical Psychologist. The post holder is responsible for keeping their supervisor informed of any issues or concerns that arise regarding the welfare of individuals or their family, and to adhere to Safeguarding policies and procedures.

**Special Factors**

The role holder will be expected to use their own transport to travel to appointments within Milton Keynes.

This role holder will be required at times to work in people’s homes.

**Work Profile**

The Integrated Autism service has been developed to support the needs of people with autism, their families and formal providers. The service is multi-disciplinary and has close partnerships with a range of agencies to promote effective joint working in a person-centred way to help people attain wellbeing and identify and fulfil aspirations.

The role of the Psychology Assistant is to participate in the assessment of young people and adults, with autism. Supporting them, their families, and formal settings to use, deliver and evaluate psychology-based, therapeutic interventions.

The post holder will be part of a wider Integrated Autism team working as a Psychology Assistant. The Integrated Autism team consists of a range of professionals

The Psychology Assistant will:

* Work as part of an Integrated Autism team under the direction of the Clinical Psychologist
* Acquire a range of skills and experience in preparation for professional training as an Clinical Psychologist
* Devise and implement packages of support
* Model interventions and strategies to parent/carers and formal settings
* Assist Clinical Psychologists in their statutory duties including carrying out assessment.
* Produce materials to support learning.
* Deliver centralised carer and other specialisttraining
* Maintain and extend own professional knowledge and skills, including new developments SEND in Autism assessment, diagnosis and support
* Liaise with professionals from other disciplines where appropriate

**Other**:

* Ensure that all work undertaken enables full access for all people regardless of ethnic background, gender, or any disability or impairment.
* Participate in the performance management process as laid out by the Milton Keynes Council.
* Ensure a safe and supportive environment to secure the well-being and best outcomes for all.
* Implement all Milton Keynes Council policies and procedures

**MILTON KEYNES COUNCIL – PERSON SPECIFICATION**

**Other information**

* able to travel to meet service delivery requirement
* available to undertake work outside of normal working hours

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| **PERSON SPECIFICATION** | **Examples specific to role** | **Required** | | **Level** | | | **Method of Assessment application form, interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant** | **Extensive** |
| **SKILLS AND KNOWLEDGE**    **Technical knowledge and qualifications** | Good Honours Degree in Psychology, or equivalent Masters Degree, conferring Graduate Basis for Chartered Membership of the British Psychological Society | **X** |  |  | **x** |  | **Application**  **Interview** |
| Membership of the British Psychological Society |  | **x** |  |  |  | **Application**  **Interview** |
| Driving license and access to a car | **x** |  |  |  |  | **Application**  **Interview** |
| Enhanced CRB required | **x** |  |  |  |  | **Application**  **Interview/on appointment** |
|  | Experience of applying psychology to work with young people, and/or adults with autism and other professionals supporting people with autism in a range of settings |  | **x** |  |  |  |  |
|  | Experience of working directly with groups / individual young people/adults and families and services that support them |  | **x** |  | **x** |  | **Application**  **Interview** |
| **Planning and organising work** | Ability to plan and prioritise work using initiative when required | **x** |  |  |  | **x** | **Application**  **Reference** |
|  | Ability to analyse, summarise and write/record relevant information clearly and concisely so that it is easily understood by users and colleagues | **x** |  |  | **x** |  | **Interview**  **Reference** |
|  | Experience of assessment and/or interventions with people with autism |  | **x** |  | **x** |  | **Application**  **Interview**  **Reference** |
| **Influencing and interpersonal skills** | Establishing and maintaining good relationships with individuals, parentfor consistent and unified approaches to meet the needs of the person | **x** |  |  |  | **x** | **Application**  **Interview**  **Reference** |
| **PROBLEM-SOLVING**  **Using initiative to overcome problems** | An ability to respond flexibly, working within a range of environments and situations to meet the need of individuals with autism | **x** |  |  |  | **x** | **Interview**  **Reference** |
| **Managing risk** | Demonstrate an understanding of the impact of autism on individual’s experience, aspirations and wellbeing | **x** |  |  |  | **x** | **Application**  **Interview**  **Reference** |
| **ACCOUNTABILITY and RESPONSIBILITY**  **Undertakes tasks without supervision** | Demonstrate ability to work independently and on own initiative within LA strategies and policies | **x** |  |  | **x** |  | **Interview**  **Reference** |

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

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| Signed Job holder | Signed Line Manager | Signed Service Head | Date |

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