Psychology Assistant

JE Code: **JE2017**



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | Milton Keynes Integrated Autism Service  |
| **Reports To:** | Clinical Psychology Lead  |
| **Job Family:** | Professional / Technical  |
| **Grade:** | G |
| **Political Restricted:** | Y |
| **Date:** | May 2023 |

**Key Deliverables**

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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. |
| **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 |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | BSc (Honours) or Masters in Psychology, conferring Graduate Basis for Chartered Membership of the British Psychological Society. |
| **2.** | Membership of the British Psychological Society. |
| **3.** | Enhanced DBS required. |
| **4.** | 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. |
| **5.** | Experience of working directly with groups / individual young people/adults and families and services that support them. |

Job Family

Care & Welfare

Grade G



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| **Colleagues expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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# Care and Welfare family jobs have as their primary responsibility, the vulnerable members of our community who depend upon the Council for direct advice, guidance and practical assistance. They may personally carry out caring related tasks, or manage those that do, but it is personal interactions with those in our care that are at the centre of these roles.

### Role characteristics

At this level posts comprise front-line positions requiring a combination of professional qualifications and extensive experience in order to make consequential assessments and judgements in relation to the care and welfare of vulnerable children and adults. Working either in residential or non-residential teams, job holders’ freedom to act will be based not simply upon laid down procedures but also on more general professional and corporate policy guidelines.

### The knowledge and skills required

At this level, the expertise that underpins job holders’ decisions and authoritative recommendations is grounded in either the theory of social work and/or associated disciplines or very extensive practitioner level experience. Job holders may require specific qualifications in order to comply with the legislative and regulatory requirements of their job.

Jobs at this level which do not quite require the in-depth theoretical knowledge described above will offset this with higher levels of financial responsibility and/or personal impact factors such as physical effort or more difficult working conditions. Roles at this level will engage with others in assisting with physical tasks requiring

some modest manual dexterity. Computer use is also a day-to-day feature of these roles.

### Thinking, planning and communication

Job holders need developed communication skills to engage at the appropriate level with service users. Two-way communications where inherent barriers exist is regularly challenging and post holders must couch their advice and persuasive messaging in terms which can be understood. These skills are likely to have been gained through specific experience and training.

Whether resulting from their own case work or from issues escalated from other areas, the problems and situations dealt with will inevitably be complex, involving multiple information streams such as individual needs assessment, consideration of resource allocation and prioritisation of conflicting demands. Although still working on a day-to-day basis with groups and individuals, there will also be a need to take a longer view which maybe up to a year ahead in some cases. Two-way communications where inherent barriers exist is regularly challenging and job holders must couch their advice and persuasive messaging in terms which can be understood. These skills are likely to have been gained through specific experience and training.

**Decision making and innovation**

The procedures, approaches and techniques required to fulfil the duties of these roles may be professionally based and/or defined by internal recognised protocols, but job holders will organise their own workload in accordance with changing demands and priorities.

Job holder will independently respond to problems, some of which may not have been encountered previously. They will have access to advice and assistance from team managers or supervisors when serious issues arise.

### Areas of responsibility

Job holders are responsible for the accurate and timely assessment of service user needs. As well the identification and delivery of appropriate care and welfare solutions under a variety of circumstances over more than a day-to-day timescale.

Job holders will generally have formal management responsibility within their team or centre. Those at this level who do not have this responsibility will be social work profession- also, whose specialist qualifications offset this slightly reduced demand.

These roles are unlikely to have any financial responsibilities beyond the occasional handling of modest amounts of cash, sometimes on behalf of others.

Job holders will create and maintain work records, both written and electronic. There will, in addition, be sole or shared responsibility for the safe use and basic maintenance of a range of equipment, premises and/or vehicles.

### Impacts and demands

At this level, the requirement for greater than normal physical effort is modest, although there will always be a need for limited standing, walking and the lifting/carrying of equipment and other items. Awareness of the actions of children, vulnerable adults and others will call for long periods of sensory attention. Job holders will also be required to have moderate periods of concentrated mental attention, for example when report writing or attending case meetings. Given the range of case work involved, job holders will also experience the pressures of deadlines and conflicting demands.

The nature of these roles is such that most of the client relationships job holders are required to develop and maintain will need them to exert greater than normal emotional resilience, with some particularly challenging service users placing intense emotional demands upon them.

Working directly with vulnerable service users will result in some exposure to disagreeable, unpleasant or hazardous environmental working conditions. This may extend to dealing with odours, intimate care and bodily fluids, and will also see job holders exposed to unpleasant or even threatening people related behaviour from time to time.