

Job Description

Job title:	CYPMH Assistant Practitioner
Band:	4
Locality:	Specialist Services
Service:	CYPMH
Base:	Westgate House
AfC Ref:	
Hours of work:	37.5

Reporting arrangements:

Managerially accountable to: Team Leader

Professionally accountable to: Service Manager, CYPMH

Job Summary

To provide support to the work of the clinical team in order to boost their capacity to meet clinical demand (delegated tasks such as managing resources, school observations, multi-agency liaison and networking, telephone support, supporting particular clinics/groups).

To work, under supervision, with children, young people, parents, carers in a variety of ways to help support the clinical care providing packages of interventions as appropriate (i.e. anxiety management, behavioural activation, supporting parenting interventions).

Develop good working relationships with children/families/partner agencies/schools.

To liaise with other professionals in order that the child and family/carers receive an integrated multi-agency approach.

To actively contribute to the implementation of the safeguarding agenda within the service, in partnership with the Lancashire Care Safeguarding Team

Key Relationships

- Children, young people, parents and carers
- CYPMH
- Voluntary Sector
- Community Paediatricians
- Universal teams (0-19 service)
- Education
- Social Services
- GPs

Key Responsibilities

- To work closely with the clinical team in CYPMH to boost capacity.
- Form positive therapeutic relationships that support children, young people and their families/carers' own decision-making and build on their strengths.
- Support children, young people and their families/carers with involvement/participation in their assessment and intervention.
- Facilitate the involvement of carers and provide support where required.
- Liaise with partner agencies in order to support families as required, especially with schools.
- Ability to work weekends, bank holidays and evenings as required.

Communication and Relationship Skills

- Develop good working relationships with other organisations as appropriate, to ensure a collaborative approach to the development and implementation of service initiatives and help individuals achieve their goals,
- To provide an effective communication link between the 'key relationships' identified above.
- To maintain a good level of interpersonal skills.

Analytical and Judgement Skills

- Support and empower children, young people and families to make informed choices about the management of their psychological presentation.
- To support the clinical team with tasks that boost capacity and assist the team to meet demand in the service.

Planning and Organisational Skills

- To carry own designated clinical tasks, appropriate to their level of competence, with appropriate supervision of their clinical supervisor and line manager
- Help monitor the service user's progress and offer support as appropriate.
- Plan and organise own workload managing resources, patients, service users and colleagues

Physical Skills

- Standard keyboard skills

Patient and Client Care

- To assist in delivering a high standard of support and care to children, young people and their families/carers and their carers, promoting their equality, dignity and mental well-being at all times.
- Demonstrate professional practice acting at all times in the best interests of children, young people and their families/carers within appropriate, transparent boundaries, being non-judgemental and promoting equal opportunities and anti-discriminatory practice.

Responsibility for Policy and Service Development

- To actively contribute to the implementation of the safeguarding agenda working in partnership with the Lancashire Care Safeguarding Team.

Responsibility for Finance

- Safe use of equipment and monitoring stock levels

Responsibility for Human Resources

- To participate in regular supervision meetings as determined by your line manager and within the Trust's Supervision Policy.
- To participate in peer group supervision where appropriate.
- To participate in the Trust's Appraisal Process and complete a Personal Development Plan on a yearly basis.
- To participate in all mandatory training and ensure skills are kept up to date.
- To keep an up to date portfolio of training.
- To identify further training and development needs as appropriate.
- Maintain an up to date record of your continuous practice development.
- Participate in the training and education of students from various disciplines

Responsibility for Information Resources

- Ensure accurate recording of all activity as per guidance.
- Compilation of an up-to-date knowledge of opportunities available for children and young people to have a healthy lifestyle, including specific searches for resources which are targeted at minority and under-represented groups. Information is to be recorded and categorised in such a way as to offer quick and easy access to others.
- Ensure service user records and activity data is recorded in the appropriate electronic systems.
- Undertake administrative tasks, including the maintenance and production of records, reports and statistics as required.

Research and Development

- To participate in audit and evaluation activities as agreed with the Service Leads

Freedom to Act

- To act on own initiative and seek advice as necessary.
- Actively report any concerns to team managers/deputy managers/ Doctors or care co-ordinators/ case managers
- Signpost to other agencies as appropriate while adhering to confidentiality policies and ensure that individuals are enabled to access appropriate advice, support and interventions, outside of the support worker's role, area of knowledge and experience.

- The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Person Specification

Description	Essential	Desirable	Assessment
Education/ Qualifications	NVQ Level 4 or HND qualification in child/social studies, Health or Education or Social Services or equivalent. Level 3 will be considered if individual has considerable practical experience.	Additional further training relevant to Child Psychology/CAMHS/AMHS.	Application Form Interview
Knowledge	Knowledge of signs and symptoms of a range of problematic psychological presentations (attachment, anxiety, low resilience, low self-confidence etc).	Knowledge of child development.	Application Form Interview
Experience	Evidence of working with children and young people who present with emotional health difficulties,	Experience of promoting self-help models of change with children, young	Application Form Interview

	<p>And/or</p> <p>Evidence of providing family support to parents/carers presenting with psychological difficulties,</p> <p>And/or</p> <p>Previous experience of working in a community setting with children, young people and their families with significant mental health presentations and /or social care needs and/or educational needs.</p> <p>And/or</p> <p>Previous experience working with young people who self-harm</p>	<p>people and their parents or carers.</p> <p>Experience of lone working within a community setting.</p>	
Skills and Abilities	<p>The ability and skill to form positive therapeutic relationships that support children, young people and their families/carers' own decision-making and builds on their strengths.</p> <p>Ability to demonstrate an understanding of the principles of family support interventions and making positive changes.</p> <p>Well-developed verbal and written communication skills and able to input to electronic care record.</p> <p>The ability to work as part of a team, or in isolation,</p>		Application Form Interview

	use initiative or seek support as necessary.		
Work Related Circumstances	<p>Commitment to health and safety</p> <p>Ability to work outside of normal hours including weekends, evenings and bank holidays</p> <p>Ability to travel to various places to carry out work related tasks.</p>		Application Form Interview

Effort factors

PHYSICAL EFFORT What physical effort is required for the job?	How often?	For how long?	What weight is involved?	Any mechanical aids?
Moving and Handling	occasionally	As required		No

Is the job holders expected to sit / stand in a restricted position?	How often?	For how long?	What activity is involved?
Yes	Daily	Up to an hour at a time	Some sessions will require periods of sitting and actively listening.

MENTAL EFFORT Are there any duties requiring particular concentration? – Please detail.	How often?	For how long?
In line with working with individuals with psychological difficulties who present with a high level of distress	Daily	All day
Are there any duties of an unpredictable nature? – Please detail.	How often?	For how long?
In line with working with individuals with psychological difficulties who present with a high level of distress	Daily	All day

EMOTIONAL EFFORT Does the job involve dealing with any distressing or emotional circumstances? – Please detail.	Direct / Indirect exposure	How often?
In line with working with individuals with psychological difficulties and may present with distress or stress or risk issues	Daily	All day

WORKING CONDITIONS Does the job involve exposure to unpleasant working conditions? – Please detail.	How often?
No	Daily

Our values and behaviours

The values and behaviours represent what we, as an organisation and the individuals who make up that organisation, are about. It is our aim that everything we do fits in with and reinforces, these values:

Values	Behaviors we expect
We are always learning	<ul style="list-style-type: none"> ✓ We pro-actively seek out opportunities to learn and support the learning of others ✓ We prioritise quality and safety and are open and flexible to change and improvement ✓ We value appraisals, supervision and learning opportunities ✓ We speak up if we are concerned about safety and focus on opportunities to improve
We are respectful	<ul style="list-style-type: none"> ✓ We are open and honest, trying our best to ensure people receive information in ways they can understand ✓ We seek, value and learn from diverse perspectives, views and experiences ✓ We put service users and carers at the heart of everything we do ✓ We take pride in our work and understand we are responsible for our actions
We are kind	<ul style="list-style-type: none"> ✓ We are approachable and show compassion ✓ We actively listen to what people need and pro-actively offer our support ✓ We care for our own wellbeing and the wellbeing of others ✓ We celebrate success and provide feedback that is authentic and compassionate
We are a team	<ul style="list-style-type: none"> ✓ We take personal and team accountability to deliver the highest standards of care ✓ We work in active partnership with service users and carers ✓ We actively build trusting relationships and help others feel joy and pride in work ✓ We work well with colleagues across LSCft and in our partner organisations to enable patient centred, joined up care

Special conditions:

As a member of staff you have:

- Legal duties and responsibilities under health and safety legislation, plus a general duty to work safely and not to put others at risk, including colleagues, service users and visitors, as a result of any activity or omission at work.
- A duty to report any practice that you consider compromises standards of risk and health and safety. The Whistle-Blowing Policy gives effect to the Public Interest Disclosure Act under which an individual who raises such concerns for unfair treatment is protected.

All Lancashire and South Cumbria NHS Foundation Trust staff employed within all environments that have contact with service users, their families or systems to support them have a responsibility to safeguard and promote the welfare of children, adults and vulnerable families.

As a member of staff you must:

- All Lancashire and South Cumbria NHS Foundation Trust staff employed within clinical environments have contact with children, vulnerable adults, service users and their families must familiarise themselves and be aware of their responsibilities and adhere to the local safeguarding

children's board, local safeguarding adult board and Lancashire and South Cumbria NHS Foundation Trust procedures for safeguarding and protecting children.

- The Trust places great emphasis on the need for the strictest confidentiality in respect of personal data; both that of service users and staff. All information about people will be treated in the strictest confidence at all times. Breaches of confidentiality will be investigated and may lead to disciplinary action being taken.
- The Trust views its responsibility under the Data Protection Act and the Caldicott Principles as central to all activities that are carried out in its name. Staff are therefore expected to acquaint themselves with the principles of information governance and to complete the mandated training modules which have been agreed.
- The Trust places great importance on sustainable development, reducing its carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.
- All staff and contractors must follow Trust policies and procedures relating to infection prevention and control (IPC) including the Dress Code Policy. All staff have a duty of care in following best practice which is fundamental to IPC, which includes maintaining a clean and safe environment at all times. It is an expectation that Trust staff at all levels make IPC a priority as they perform their roles.

Promoting equality and reducing inequalities:

- You should understand and uphold organisational policies and principles on the everyday promotion of equality, diversity and inclusion.
- You should create an inclusive working environment which values a variety of ideas, experiences and practice, where differences are respected and celebrated for the benefit of ourselves, the Trust and the communities we serve.
- You should uphold the Trust's commitment to health and wellbeing.



**We are
Kind**



**We are
Respectful**



**We are
Always
Learning**



**We are a
Team**