

The Forward Trust Job Description

Position Title	High Intensity/ CBT Therapist
Reports to:	Integrated Service Manager
Location:	HMP Chelmsford

Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), and for more than 25 years we have been working with people involved with crime and addiction to build positive and productive lives. Forward Trust now have over 70 projects with over 20,000 clients supported per year by staff and volunteers. We are proud that around 30% of our workforce have lived experience themselves and many of them have worked with us in the past. We believe that ANYONE is capable of change; do you?

Role/Team Overview

As a CBT therapist you will work with adults on an individual face-to-face basis or through facilitating therapeutic groups and work with people with different cultural backgrounds and ages and should be committed to equal opportunities.

Key part of this role is to assess a service user's suitability for, and to deliver a range of Step 3 evidence based interventions in line with NICE Guidelines.

The post holder will provide line management to the senior PWP. There will be Case management and Clinical skills responsibilities. There will also be additional management and leadership duties working in conjunction with the Senior PWP. i.e. report writing and attendance at internal and external MDT meetings.

The post holder will have a team work approach and be flexible and adaptable to the needs of the organisation and will be required to work between locations as agreed.

At times you will be the most senior representative on site and you will be in a position of trust and building an excellent relationship with your manager will be a priority, as well as collaborative working relationships with partner agencies.

Accountabilities

Strategy

- Deliver the full range of interventions to facilitate maximum flexibility in delivery and prevent backlogs for certain types of interventions
- Build strong relationships with, and makes full use of the support offered by, Line Management and Head Office functions.

Service Delivery

- Make decisions regarding the suitability of new referrals.
- Carry out assessments risk/initial/comprehensive to inform support journeys.
- Assess Service Users suitability for high intensity Step 3 interventions.
- Formulate and implement therapy plans that meet the needs of the Service User, based on theoretical knowledge and good practice in line with national guidance.
- Carry out interventions relevant to individual client needs including 1:1 sessions and group work. Interventions may include Interpersonal psychotherapy for depression, Brief dynamic interpersonal therapy, counselling for depression, mindfulness based CBT and Behavioural activation therapy.
- Identify and make contact with prisoners within prescribed timeline
- Support the provision of an equitable service to patients in prison and mirror what is delivered in the community, where possible, but will also recognise the culture and systems of the different prisons in designing realistic interventions with achievable outcomes.
- Develop and contribute to the thorough care needs of service users, supporting them in the development of release plans which are appropriate to their needs.
- To work as part of a team to ensure appropriate stepped care.

Performance Management

- Be aware of information on community resources in identified localities to inform sign posting activity as required
- Ensure that client confidentiality is protected at all times.
- Be aware of, and keep up to date with advances in the treatment for common mental health problems.
- Ensure groups and programmes are facilitated and co-facilitated to the standard required by Forward and in accordance with any relevant manuals.
- Meet required KPI's to corresponding deadlines, as set out by the Regional manager.
- Work together with the Senior PWP to ensure that monthly performance data is collected each month.
- To support the regional management with recruitment for the service.
- Attend all relevant meetings, as well as chair monthly team meetings in conjunction with the Senior PWP and Integrated Service Manager.

- Ensure that interventions are delivered in accordance with the needs of the service users, complying with internal process audits, and standards set in HMIP inspections, continually ensuring that contractual obligations are met.
- Lead on and encourage integrated ways of working with partners alongside the PWP.
- Provide both Clinical and line management supervision to the Senior PWP.
- Plan and manage your caseload effectively, making sure that clients are prioritised appropriately and seen in a timely manner.
- Review ongoing care and treatment liaising closely with healthcare and other agencies.

Departmental Management

- Proactively approach integrated ways of working support and adopt a multidisciplinary approach.
- Use reporting systems such as System1 and IAPTUS to record all client contact and to report performance to line manager on a monthly and quarterly basis.
- Meet targets and deadlines in accordance with contractual standards.
- Contribute to the overall smooth running of the service by being proactive and solution focused.

Quality and Safety

- Engage with regular service audits ensuring that any issues are escalated and addressed in a timely manner and good practice is effectively shared throughout the service to ensure continuous improvement.
- Alert the Regional Manager to any significant risks or problems arising in the course of managing and monitoring the services.
- Risk identification and management, in liaison with Regional Manager. Includes attending and participating in the quarterly Regional Governance meetings, updating the Risk Register and other SIP documentations.
- Abide by all Forward's policies and procedures and encourage others to do the same.
- Work with the highest regard to health, safety and security in the workplace highlighting any risks (potential or actual) to the Service Manager and (where appropriate) the Head of Governance, in accordance with Forward's risk management protocols.
- Ensure that information, including statistical data, for audit, research and reporting purposes, is effectively and efficiently collected, recorded and collated in the assigned area.
- Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice
- Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.
- Keep up to date technically on all relevant matters and strive for continuous professional development

- Ensure the maintenance of standards of practice of professional bodies such as BPS, UKCP, BABCP and keep up to date with National guidelines.
- Maintain professional registration requirements as appropriate to the role.

Systems and Policy

- Use IT efficiently to support your role.
- Ensure you have agreed working protocols set between multi-disciplinary agencies and share information appropriately.

Administration

- Ensure case management documentation is maintained to the expected audit standards.
- Complete and maintain treatment plans and assessments to the required standards.
- Provide reports on outcomes to the service.

Systems and Policy

- Work towards Forward's mission and values within current policies and good practice

Training

- Attend relevant conferences/ workshops in line with identified professional objectives.
- Identify training needs across the low intensity team and develop routes for CPD
- Engage in and respond to personal development supervision to improve competences
- Attend and fulfil all the requirements of the IAPT approved supervision training.

Other

- Take on other reasonable tasks and responsibilities as deemed appropriate by Line Manager

Role Criteria

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement

E	Essential Criteria
D	Desirable Criteria

Knowledge, Skills and Experience	
Experience of working with people with mental health difficulties and people in primary care.	E
Experience of organising, planning and prioritising own workload	E
Knowledge of the criminal justice sector and/or community services	D
Experience of Managing and developing staff providing both Clinical and line management supervision.	D
Experience of undertaking comprehensive risk assessments, including assessment of risk to self and others.	E
A thorough understanding of Improving Access to Psychological Therapies (IAPT) and the concept of stepped care	D
Ability to clearly communicate complex and sensitive information, both verbally and in writing	E
Inter-personal skills and ability to relate to a diverse range of people	E
Understanding the need for evidence based psychological interventions, in particular low/high intensity interventions.	E
Ability to reflect on and continuously develop own practice	E
Ability to work flexibly in order to meet the needs of the service.	E
Ability to utilise training and apply to practice	E
Personal Attributes	
Proactivity – Quick thinking with a high level use of initiative	E
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E
Adaptability – Can work in fast-paced changing environments	E
Confidence – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E
Team Work – Works in harmony with colleagues to deliver results	E
Open to Feedback - Open to constructive feedback in order to further develop	E
Innovative – Continually searching for better ways of working	E
Qualification	
IAPT High Intensity qualification or CBT (post graduate diploma)	E
Completed, in the process of or willing to complete an IAPT Supervision training course.	E