



## JOB DESCRIPTION

<b>Post:</b>	Adult Services Clinical Lead
<b>Managed by:</b>	Director of The Green House
<b>Responsible for:</b>	Adult Services, as a member of The Green House Senior Management Team
<b>Contract:</b>	Fixed term - 12 months
<b>Hours:</b>	21 hours per week including 4 clinical sessions
<b>Salary:</b>	£38,498 per annum (pro rata)

### Management Responsibilities

1. To lead and manage The Green House's Adult Services Team;
2. To oversee all clinical decisions including referrals, assessments, and therapist allocation;
3. To develop the Adult Services by working closely with the Children and Young People's Services Clinical Lead to achieve an integrated and resilient service;
4. To lead monthly Adult Services team meetings through facilitation of discussions around safeguarding and clinical decision making, as well as sharing relevant information and best practice with the team about clinical and organisational matters;
5. To ensure that all clinical work adheres to the Safeguarding and Data Protection guidelines as described in The Green House's *Safeguarding Policies* including alignment with local authority guidelines where necessary;
6. To oversee the supervision process for Adult Services including managing the contracts and relationships for Clinical Supervision. Including but not limited to annual meetings with supervisors and oversight of the 6-monthly reporting process;
7. To operate quality assurance for Adult Services through regular monitoring and auditing of the service delivery data;
8. To develop new services with statutory and non-statutory agencies, in collaboration with the Senior Management Team, to support the growth of Adult Services to serve greater numbers in our communities;
9. To undertake additional work to support the continuous improvement of the Adult Services and the whole of The Green House services as instructed by the Director;
10. To lead on the recruitment of adult therapists and supervisors;
11. To operate the Adult Services' Staff review process which includes contract reviews for contracted therapists in accordance The Green House review process; and

12. To abide by all of The Green House's policies and guidelines and to adhere to the BACP Ethical Framework as implemented by The Green House.

### **Therapist Responsibilities**

1. To provide weekly time-limited therapy (up to 24 sessions) for 2 clients per week and 2 assessments.
2. To liaise with the Operations Manager on the appropriate allocation of therapists for each client assessed.
3. To participate in monthly external clinical supervision.
4. To participate in training and development that supports this role.
5. To attend line management and organisational meetings as required.
6. To ensure that all work is clearly within our Safeguarding and Data Protection guidelines as laid down in The Green House policies and procedures and local authority requirements.
7. To liaise with referrers, other professionals and agencies as appropriate.
8. To maintain confidential, up-to-date and accurate records of all therapy. To carefully consider the sensitive nature of this work in particular regarding statutory investigations and court proceedings.



## PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following:

### Experience:

- Extensive experience of working therapeutically with adults in the statutory, voluntary and/or private sector
- Management experience and proven ability to co-ordinate a team effectively
- Experience of offering counselling/therapy using a brief intervention
- Be an accredited registered professional member with the UKCP/BACP or other appropriate professional registering body with over 5 years supervised experience post registration
- Educated to a postgraduate level in psychotherapy or counselling
- Experience of working therapeutically with sexual abuse / trauma
- Experience of providing supervision in a clinical setting
- Experience and understanding of assessment and referral processes
- Experience of risk assessment and risk management procedures
- Experience in communicating with other professionals and agencies in relation to clinical and casework
- A proven track record in the appropriate use of outcomes and evaluation frameworks
- Experience of and commitment to working with diversity
- Experience of working sensitively with confidential information

### Knowledge:

- Knowledge and understanding of the impact of the trauma of sexual abuse
- Knowledge of safeguarding issues
- Knowledge, understanding and commitment to working in a time-limited way
- Knowledge and understanding of relevant monitoring and evaluation frameworks
- Knowledge and understanding of issues involved in working in the voluntary sector

### Skills and Abilities:

- A sensitive, mature approach to working within a specialist service of this nature
- The attitude, drive and resilience to lead, motivate and inspire others
- Ability to support and develop teams to ensure the highest levels of performance. Shares clear expectations about what is required, gives credit where it's due and tackles performance issues promptly
- A focus on continuous improvement with the ability to lead change where necessary
- A self-starter with the capacity to work on own initiative as well as being part of a team
- The ability to manage own time and to prioritise work effectively
- An ability to manage a range of therapeutic styles and approaches
- Able to prioritise and organise a busy and varied workload
- Excellent communication skills – written, oral and presentational
- Evidence of commitment to Continued Professional Development
- Good IT skills and experience of using Excel, Word and Outlook