



## JOB DESCRIPTION

Post:	Clinical Lead for Children & Young People's Services
Managed by:	The CEO of The Green House
Responsible for:	Managing children & young people's services, maintaining a caseload of clients, working as part of the management team for the organisation.
Contract:	Fixed term (12 months maternity cover)
Hours:	3 or 4 days per week
Salary:	£36,000 per annum (pro rata)

## 2. DUTIES AND RESPONSIBILITIES

### Clinical Lead Role

1. To manage the day-to-day clinical practice of the CYP team, ensuring the smooth running of the service.
2. To work in close partnership with the management team for the organisation to ensure that the clinical services are offered at a consistently high standard and the team is effectively managed, this includes working closely with the Clinical Lead for Adult Services.
3. To lead weekly CYP team meetings, Peer Supervision sessions and CYP Monthly Service Meetings with the CYP therapists, Family Support Practitioner and CYP Administrator. To facilitate team discussions around aspects of the clinical process with children, young people, families and other agencies. To facilitate discussions around safeguarding concerns. To share relevant information with the team in relation to clinical and organisational matters.
4. To prepare a schedule for line management meetings with staff, as well as helping to support the team by preparing for school holidays, staff holidays and breaks in the work.
5. To ensure that all work carried out is clearly within Child Protection, Safeguarding and Data Protection guidelines as laid down in The Green House's '*Child Safeguarding Policy*' as well as in-line with local authority guidelines and all other relevant policies pertaining to the work of the CYP service. To attend appropriate Child Protection training, relevant to level of working and role and ensure that training is updated every two years.
6. To manage the contracts and relationships in place between The Green House and the clinical supervisors supporting CYP staff. To arrange annual meetings with supervisors and manage the 6 monthly report process.
7. To attend line management meetings, clinical supervision and all other relevant internal meetings as required.
8. To attend all relevant external meetings with other agencies and professionals as required.

9. To respond appropriately and in a timely manner to external queries regarding the CYP service, providing relevant information where required. To develop new relationships and partnerships with appropriate agencies and professionals to assist with the growth and reputation of the service.
10. To read through and sign-off CYP staff's closed client files ensuring the high quality of services delivered.
11. To ensure that data and outcomes gathered as part of the CYP service are input appropriately into the organisation's database to assist with annual monitoring and reporting processes.
12. To attend to all additional pieces of work as outlined by the CEO of the organisation.
13. To lead on the recruitment of CYP therapists and supervisors as required.
14. To abide by all of The Green House's policies and guidelines.

## **Therapist Role**

1. To provide weekly time-limited therapy (up to 24 sessions) for 5 children / young people per week (up to 18 years) affected by sexual abuse, where sexual abuse has been reported to statutory services.
2. To conduct assessments with the parents / carers of the children and young people referred to the service and make informed decisions about the suitability of service provision and respond appropriately.
3. To form effective working alliances with each child and young person who presents for therapy including the parent / carer as appropriate. To ensure that the agreements within these alliances are implemented and that boundaries of the work are positively maintained.
4. To liaise with the Family Support Practitioner around incoming referrals to the service, the current waiting time for a service and participate in discussions around the triage of cases for early assessment.
5. To provide early assessments for up to 2 families per week, determining whether or not the services we provide are appropriate.
6. To liaise with referrers, other professionals and external agencies as appropriate (for example – Social Workers, Police, CAMHS practitioners, GP's, healthcare professionals, ISVA's (Independent Sexual Violence Advisors), school teaching staff, voluntary sector professionals).
7. To assess, review and end therapy within an agreed service framework.
8. To prepare Review Summaries and End of Therapy Reports as required by the external network.
9. To liaise appropriately with the CYP Administrator with regards to client caseload and to provide notice when spaces for new clients become available.
10. To participate in regular clinical supervision (2 hours per month) and line management meetings.
11. To maintain confidential, up-to-date and accurate records of all therapy sessions, to carefully take into account the sensitive nature of this work in particular regarding statutory investigations and court proceedings.
12. To keep up to date and accurate monitoring and evaluation information thus contributing to the sustainability and progressive development of the service. To contribute to the design and review of these processes as required.
13. To adhere to the BACP Ethical Framework as implemented by The Green House



## PERSON SPECIFICATION

### Clinical Lead for Children & Young People's Services

#### **Experience**

1. A professional qualification in a relevant field (eg. psychotherapy, arts therapies, counselling), educated to postgraduate level as well as having specific training or experience in working therapeutically with children and young people.
2. Registration with a relevant professional body (UKCP / HCPC / BACP).
3. Experience of using creative approaches such as art, drama or play when working therapeutically with children and young people.
4. Significant experience providing therapy to children and young people who have experienced trauma.
5. Experience of building positive, attuned and empathic relationships with children, young people and their parents / carers.
6. Experience of line managing and effectively supporting staff.
7. Experience of building and maintaining positive working relationships with multi-agency professionals and external agencies.
8. Experience of offering counselling / therapy using a time limited approach.
9. Experience of conducting comprehensive assessments and understanding referral pathways.
10. Experience of multi-disciplinary working; in particular working alongside statutory services such as the police and social services.
11. Experience of and commitment to working with diversity.
12. Experience of working sensitively with confidential information.
13. Experience of regular participation in clinical supervision.
14. Evidence of commitment to continued professional development.
15. Experience of maintaining confidential, up-to-date and accurate records of therapeutic work.

#### **Skills and Abilities**

1. A sensitive, mature approach to working within a specialist service of this nature.
2. Skills in working with both the impact of trauma as well as taking into account complex family dynamics and the challenging background circumstances of clients.
3. Ability to work therapeutically with the parent / child relationship and appropriately engaging parents and carers in the therapy process.
4. Ability to think systemically regarding complex family and professional dynamics.

5. Demonstrates leadership ability.
6. Excellent communication and report writing skills, ability to communicate effectively using age appropriate language in both verbal and written forms.
7. Ability to work independently and with others as part of a small team.
8. Ability to work collaboratively and flexibly within a multi-disciplinary team.
9. Ability to manage a case-load of clients, demonstrating excellent organisational and planning skills.
10. Ability to keep up-to-date records and monitoring and evaluation data in order to support organisation self-evaluation and reporting to commissioners and funders.
11. Able to prioritise and organise a busy and varied workload.

## **Knowledge**

1. Knowledge and understanding of the impact of the trauma of sexual abuse on a child / young person and their family.
2. Knowledge of working therapeutically with attachment issues and the impact of trauma.
3. Knowledge and awareness of the implications of working alongside statutory investigations and court proceedings especially with regards to record-keeping, confidentiality and data protection.
4. Knowledge and understanding of the wellbeing needs of staff holding complex and emotionally challenging caseloads.
5. Significant working knowledge of child safeguarding principles and procedures.

## **Other Requirements**

1. A creative and flexible approach.
2. Enhanced Disclosure and Barring Service (DBS) check.
3. Willingness and ability to work at The Green House's premises as well as travelling to outreach centres and additional locations in order to attend external meetings.
4. Enthusiasm and commitment to working in this specialist field.
5. Working knowledge and use of Microsoft Office packages (eg. Word, powerpoint, excel).