

J o b D e s c r i p t i o n

Position:	CBT Therapist
School/Service:	Student Services and Experience
Reference:	SSE-060P
Grade:	Grade 7
Status:	Permanent/Full-Time (1.0FTE)
Hours:	Full-time 08.45am-5.00pm, Monday – Friday (Some work outside these days/hours may be required)
Responsible to:	Student Mental Health and Wellbeing Manager

Main Function of the Role:

- To work as an autonomous and accountable lead CBT Therapist within a multidisciplinary team.
- To provide a qualified, evidence-based and high-quality CBT service to students with mental health problems including those with a degree of complexity, providing advice, guidance and consultation to other professionals contributing directly to the students' formulation and treatment plan. Referring to statutory services such as IAPT as required.
- To formulate and implement clinical plans for the formal CBT treatment of student's issues based on an appropriate conceptual framework of the students' issues employing methods based on evidence.
- Use routine outcome measures including GAD-7 and PHQ-9 and other psychometrics relevant to clinical presentations to inform treatment outcomes.
- To communicate in a skilled and sensitive manner information concerning the assessment, formulation and treatment plan for students and to monitor their progress.
- To provide functional supervision and oversee the day-to-day management of trainee CBT therapists working in the Life Lounge on placement. Noting that placement opportunities are currently being reviewed and will be reviewed with the postholder every 12 months.
- To collate data and produce statistical reports in relation to the CBT service measuring service satisfaction and clinical outcomes as well as taking an active part in the development of new services in order to ensure best practice of CBT services across the Life Lounge.
- To work with the Student Mental Health and Wellbeing Manager to manage waiting lists.
- To promote wellbeing and social inclusion.

- To work within a multidisciplinary team to provide coordinated, effective and integrated CBT to students at the University.
- To share information as appropriate with regards to students accessing the service who present at risk (risk to self or others).

Principal Duties and Responsibilities

1. To carry out CBT assessments of students referred to the Life Lounge, based on the appropriate use, interpretation and integration of complex psychological data such as self-report measures and rating scales, direct and indirect structured observations and interviews with clients and others involved in the client's care in order to reach a sound formulation of the client's difficulties.
2. To be responsible for holding and managing a clinical caseload and to exercise professional responsibility for planning and prioritising own workload and the assessment, treatment and discharge of clients, within the bounds of the service operational policy.
3. To be responsible for implementing highly specialist, evidence-based, short-term interventions for students with mental health problems including those with a degree of complexity, providing advice, guidance and consultation to other professionals contributing directly to the students' formulation and treatment plan.
4. To evaluate and make decisions about treatment options, taking into account both theoretical and therapeutic models concerning historical and developmental processes that may have shaped the individual.
5. To undertake risk assessment, formulation and management for individual clients with complex presentations and to make referrals using the Safeguarding policy where appropriate.
6. To provide CBT delivered in a range of formats including drop-in sessions, one to one CBT appointments delivered both face-to-face and online, and group therapies.
7. Liaise with relevant stakeholders where appropriate including Student Services on individual client work. To develop networks and referral pathways in to other services including IAPT and local charitable services.
8. To attend crisis, review meetings with relevant stakeholders including Student Mental Health and Wellbeing Manager, Senior Wellbeing Coordinator, Mental Health Advisor, Counsellor and if appropriate Head of Student Services as well as other colleagues as and when appropriate.
9. To maintain the highest standards of clinical record keeping including electronic data entry, report writing in accordance with BABCP code of practice and the University's policies and procedures.
10. Maintain a high level of knowledge and awareness of the changes and developments in the field of higher education and CBT and Mental Health and their implications for the delivery within the institution.

11. To manage CBT resources available to the team, particularly those employed in the assessment and treatment of clients and establish and maintain a database of sources of referral and professional/specialist contacts.
12. To receive clinical professional supervision in relation to own caseload.
13. To screen cases for CBT, including assessing the suitability of referrals for trainee CBT therapists.
14. To provide effective leadership, clinical supervision and day-to-day management of the trainee CBT therapists on placement at the Life Lounge promoting high standards of service and an effective team ethos.
15. To support placements for trainee CBT therapists (when they are on placement in the Life Lounge), ensuring that the trainees acquire the necessary skills, competencies and experience to contribute effectively to client care and to contribute to the assessment and evaluation of such competencies.
16. To develop skills in the area of professional post-graduate teaching, training and supervision, and to provide CBT supervision to other team members' work as appropriate.
17. To organise, produce and deliver training.
18. Provide appropriate advice and guidance to staff supporting students, this will include both staff within the Life Lounge and staff across the University i.e., academic colleagues who may be teaching the student, noting when consent is required to share information.
19. Provide appropriate support to vulnerable students and those who may be at risk of withdrawing from study.
20. To fulfil the role of a Senior Designated Safeguarding Champion for which training will be provided.
21. To contribute to the development, improvement, evaluation and monitoring of the team's operational policies at the University and to implement policy changes.
22. To advise the Student Mental Health and Wellbeing Manager on those aspects of the service where psychological and/or organisational matters need addressing or can be improved.
23. To undertake project management, including research, complex audit and service evaluation to assess clinical outcomes for clients and customer satisfaction, as well as to contribute to service development and improvement of policies and practices at the University.
24. Follow University policy and procedure in relation to safeguarding including Prevent and the disclosure of criminal convictions and any associated risk assessment.
25. To actively participate in CPD training and development programmes as required in accordance with BABCP accreditation requirements.

26. Deal competently, sensitively and in a professional manner when dealing with students/customers who can be distressed and or demanding, observing confidentiality.
27. Provide students and staff with information regarding sources of pastoral support.
28. Analyse, take ownership of and resolve the problems presented by students/customers and as appropriate refer where necessary and as appropriate to third parties within, or external to the University.
29. Operate the University's student record system to maintain and review information on students. In addition to maintaining accurate client appointment records.
30. Handle a high volume of emails, post, telephone, and personal enquiries responding directly to routine matters and referring specific enquiries to appropriate members of staff obtaining information from other departments if necessary. The ability to multitask is essential to the role.
31. Ensure the confidentiality of information is maintained in line with Data Protection requirements and in accordance with university and statutory Policies and requirements.
32. The role-holder will participate in the preparation, production and promotion of written materials, publications, leaflets and university policies and procedures relating both to the advice and information needs of the service users.
33. To participate in university internal/external events, deemed appropriate to the duties and take part in academic activities such as open days, clearing, enrolment, awards ceremonies etc.
34. Attend and participate in work related training and attend staff development activities, which may take place off campus and include an overnight stay.
35. Work flexibly and be willing to travel to other University premises in the event of a crisis or other serious incident.
36. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with professional body, statutory and corporate requirements.
37. Ensure a safe working environment and abide by university health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times.
38. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance / delivery of key responsibilities of the role.

Note:

This is a description of the position requirements, as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes where appropriate. The review process will be conducted by the relevant manager in consultation with the position holder.

This appointment is subject to Disclosure and Barring Clearance.

Person Specification

Position: CBT Therapist		Reference: SSE-060/P	
School/ Service: Student Services and Experience		Priority	
Criteria		(1/2)	Method of Assessment
1	Qualifications		
1 a)	Educated to degree level	Priority 1	Application Form/Documentation
1 b)	Hold a Postgraduate qualification in CBT	Priority 1	Application Form/Documentation
1 c)	Occupy a Core Profession by qualification, or have completed a BABCP KSA portfolio to demonstrate equivalence	Priority 1	Application Form/Documentation
1 d)	Mental Health First Aid qualification or the willingness to achieve this within the first 12 months of employment	Priority 1	Application Form/Documentation
1 e)	Hold provisional accreditation as a CBT practitioner (or evidence have applied for) with the BABCP	Priority 1	Application Form/Documentation
2	Skills / Knowledge		
2a)	Experience of providing a CBT service, maintaining a high degree of professionalism in the face of highly emotive and distressing problems.	Priority 1	Application Form/Interview
2 b)	A high level of specialist knowledge and clinical competence in applying CBT to complex difficulties and a proven track record of delivering positive outcomes	Priority 1	Application Form/Interview
2 c)	Ability to work as part of a multi-disciplinary team and have advanced interpersonal skills, both verbally and electronically.	Priority 1	Application Form/Interview
2 d)	Credible time management, caseload management skills and experience of prioritising and managing competing demands, including waiting lists with minimum supervision	Priority 1	Application Form/Interview
2 e)	Good verbal and written communication skills e.g. the ability to communicate effectively and explain standard service procedures concisely to students, staff at all levels and external colleagues	Priority 1	Application Form/Interview
2 f)	Competent in the use of IT e.g., proficient in the use of Microsoft Office, word excel, access email etc.	Priority 1	Application Form/Interview
2 g)	Able to maintain a helpful, cooperative and professional manner when dealing with difficult highly emotive and sometime distressing situations and working under pressure,	Priority 1	Application Form/Interview
3	Experience		

3 a)	Credible experience providing CBT, advice and guidance to students/clients experiencing a wide range of mental health difficulties, to include those with complex needs, high risk/crisis management in a wide range of settings e.g., one to one and group work	Priority 1	Application Form/Interview /Presentation
3 b)	Experience of managing or clinically supervising other clinicians in a healthcare setting	Priority 2	Application Form/Interview
3 c)	Experience of offering teaching, training or supervision within a demanding organisational context	Priority 2	Application Form/Interview
3 d)	Sound analytical, creative and pragmatic problem-solving skills, with experience of contributing to the development and improvement of systems and procedures	Priority 2	Application Form/Interview
3 e)	Proven experience of assessing risks either in the workplace or risks associated with an individual, their behaviour and/or disability	Priority 1	Application Form/Interview
3 f)	Experience of working in a customer focused environment and delivering exceptional customer service, demonstrating sound liaison skills with both internal and third parties	Priority 2	Application Form/Interview
3 g)	Credible experience of organising of events and activities	Priority 2	Application Form/Interview
3 h)	Understanding of mental health agendas in Higher Education	Priority 2	Application Form/Interview
3 i)	Credible experience of promoting wellbeing	Priority 1	Application Form/Interview
3 j)	An understanding and experience of safeguarding and safeguarding legislation	Priority 2	Application Form/Interview
4	Personal Qualities		
4 a)	Emotional resilience to work calmly under pressure, containing anxiety in self and others. Must have the ability to recognise own limitations and seek additional support where necessary	Priority 1	Interview/Presentation
4 b)	Work independently without close supervision within a team environment	Priority 1	Interview
4 c)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 d)	Experience of dealing with deadlines and being able to work under pressure and with constant interruptions	Priority 1	Interview
4 e)	Awareness and adherence to issues on confidentiality and data protection	Priority 1	Interview
5	Other		
5 a)	Able to undertake staff development, which may take place outside of the University	Priority 1	Interview
5 b)	Awareness of the principles of the Data Protection Act, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview

5 d)	Available to work flexibly across sites and travel and work remotely as appropriate in order to meet the needs of the	Priority 1	Interview
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*Note:*services.

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required