

Job Title:	Children's Wellbeing Practitioner Trainee
Reports to (job title):	Getting Help Manager
Line Manager to:	N/A

## Job purpose

### This post is responsible for

#### CYP-IAPT

The Children and Young People's Mental Health programme (CYP-IAPT) is a service transformation programme delivered by Health Education England and partners that aims to improve existing children and young people's mental health Services (CYP- IAPT) working in the community. Children's Wellbeing Practitioner training will benefit from being integrated fully within CYP IAPT.

#### Job Purpose

This is a training role within the Children and Young Mental Health programme (CYP- IAPT). The post-holder will work within a CYP, mental health service delivering, under supervision, high-quality; brief outcome focused evidence-based interventions and guided self-help for children and young people experiencing mild to moderate mental health difficulties.

The training and service experience will equip the post holder with the necessary knowledge, attitude and capabilities to operate effectively in an inclusive, value driven service.

The post holder will attend all university based taught and Onsite Protected Learning Time required by the education provider, as specified within the agreed national curriculum and work in the service for the remaining days of the week using their newly developed skills.

You will work in partnership across our Business Unit 14 SET CAMHS services to support the delivery of mental health assessment and interventions to Children and Young People across Southend, Essex and Thurrock whose presenting needs are supporting within the 'Getting Help' caseload of Thrive.

## Key responsibilities

### 1. Therapeutic skills

1.1. Assess and deliver, under supervision outcome focused, evidence-based interventions to children and young people experiencing mild to moderate mental health difficulties.

1.2. Working in partnership, support children, young people experiencing mild to moderate mental health difficulties and their families in the self-management of presenting difficulties.

1.3. Work in partnership with children, young people and families in the development of plans for the intervention and agreed outcomes.

- 1.4. Support and empower children, young people and families to make informed choices about the intervention.
- 1.5. Operate at all times from an inclusive values base, which recognises and respects diversity.
- 1.6. Accept referrals within agreed national and local protocols.
- 1.7. Undertakes accurate assessment of risk to self and others.
- 1.8. Adhere to the service referral protocols. Under supervision signpost unsuitable referrals to the relevant service as necessary.
- 1.9. Through close case management and supervision, escalate cases where the level of need becomes beyond scope, or more severe ensuring adherence to other relevant elements of service delivery.
- 1.10. Provide a range of information and support for evidence based psychological treatments, primarily guided self-help. This work may be face-to-face, by telephone or via other media.
- 1.11. Adhere to an agreed activity contract relating to the overall number of children and young people contacts offered, and sessions carried out per week in order to improve timely access and minimise waiting times.
- 1.12. Attend multi-disciplinary meetings relating to referrals or CYP in treatment, where appropriate.
- 1.13. Keep coherent records of all activity in line with service protocols and use these records and outcome data to inform decision making. Complete all requirements relating to data collection.
- 1.14. Assess and integrate issues relating to transitions, education and training/employment into the overall therapeutic process.
- 1.15. Work within a collaborative approach involving a range of relevant others when indicated.
- 1.16. Work in collaboration with children, young people and communities to enhance and widen access.

## **2. TRAINING AND SUPERVISION**

- 2.1. Attend and fulfil all the requirements of the training element of the post including practical, academic and practice-based assessments.
- 2.2 As well as attendance at the University for training, fulfil private study requirements to enhance learning and prepare assignments for examination, for at least one day a week.
- 2.2. Apply learning from the training programme to practice.
- 2.3. Receive practice tutoring from educational providers in relation to course work to meet the required standards.

2.4. Prepare and present case load information to supervisors within the service on an agreed and scheduled basis, in order to ensure safe practice and the governance obligations of the trainee, supervisor and service are delivered.

2.5. Respond to and implement supervision suggestions by supervisors in practice.

2.6. Engage in and respond to personal development supervision to improve competences and practice.

### **3. PROFESSIONAL**

3.1. Ensure the maintenance of standards of practice according to the employer and any regulating bodies and keep up-to-date on new recommendations/guidelines set by the relevant departments.

3.2. Ensure that confidentiality is protected at all times.

3.3. Ensure clear objectives are identified, discussed and reviewed with supervisor and senior colleagues on a regular basis as part of continuing professional development.

3.4. Participate in individual performance review and respond to agreed objectives.

3.5. Keep all records up to date in relation to Continuous Professional Development and ensure personal development plans maintains up to date specialist knowledge of latest theoretical and service delivery models/developments.

3.6. Attend relevant conferences/workshops in line with identified professional objectives.

### **4. GENERAL**

4.1. Support the collection of data and facilitate data flow to the Workforce Development team.

4.2. Contribute to the development of best practice within the service.

4.3. Ensure a comprehensive understanding of the relevant safeguarding legislation, guidance and best practice.

4.4. Maintain up-to date knowledge of legislation, national and local policies and procedures in relation to children and young people's mental health

4.5. All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.

4.6. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.

4.7. This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder in light of service development.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training

- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their

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capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

Undergraduate degree, second class or above, in Psychology OR related subject (e.g., Psychology, Education, Childhood development, Social Work etc), OR any subject with further training or experience in a relevant field (e.g., Teaching/TA; Learning Support; HCA; Youth Work; Counselling etc)

OR relevant professional experience in CYP Mental Health/Education/Mentorship (to be considered on a case-by-case basis)

Previous experience of working with children and young people

Ability to study as a self-motivated learner and implement training with appropriate support

Demonstrates high standards in written and verbal communication

Demonstrates ability to work well with other professionals/ colleagues

Ability to personally manage a sensitive, traumatic and potentially emotionally distressing caseload.

Full, enhanced and current satisfactory DBS disclosure for the role.

Able to travel to meet post requirements – will require business insurance to use own car for work purposes

### Desirable

Training in nursing, social work, occupational therapy, counselling or within a specific psychological therapy

Psychology or other health /social care/youth related undergraduate degree

Other relevant postgraduate degree

Experience of working in mental health or related services

Worked in a service where agreed targets in place to demonstrating outcomes

Ability to manage own caseload and time

Speaks a second language

Employee signature

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Manager signature

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