

# Job Description



**Job title:** Assistant Psychologist

**Department:** Client Services

**Reporting to:** Skylight Psychologist

**Managerial Accountability:** Skylight Qualified Psychologist

**Professional Accountability:** Skylight Qualified Psychologist

**Salary:** £19,706 (£32,844 FTE) per annum

*This role is funded by The National Lottery Community Fund until 30<sup>th</sup> September 2024*



**Hours:** 21 hours per week (0.6 FTE) (Salary £18,600)

**Location:** Crisis Skylight South Wales (Based in Swansea with travel covering Swansea, Neath and Port Talbot area)

**Contract type:** Permanent

## Aim and influence

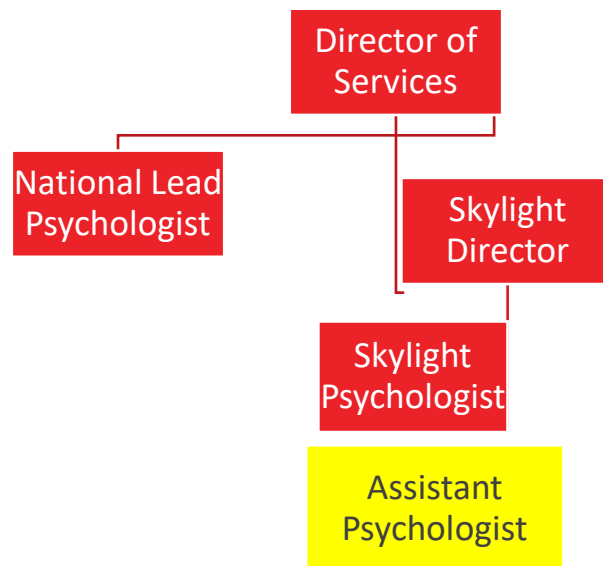
- To assist qualified Psychologists in the delivery of psychological services in Crisis Skylight South Wales and the wider Crisis service.
- To provide psychological assessment and specific interventions under the supervision of a qualified Psychologist, working independently within the limits agreed with the supervising Psychologist.
- To support the service in the delivery of training, reflective practice, and psychological consultation, to non-psychology colleagues within the wider team.
- To utilise research skills for audit, literature reviews, service development and other research initiatives within the pathway or wider service.



### Other key details

- Some 'out of hours' work may be required and time off in lieu will be given in accordance with Crisis TOIL policy
- Occasional travel across the UK to engage in national Crisis-wide events if required
- A satisfactory enhanced disclosure from the Disclosure and Barring Service is required

### Organisational Chart



The National structure indicates the wider managerial, clinical and professional accountabilities.

Line management and clinical supervision will be provided monthly by the Skylight Psychologist.

All structures are kept under review to ensure they meet operational and professional requirements.

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### Job responsibilities

#### Psychologically Informed Environments

- To participate in the establishment, implementation and monitoring of operational policies and practice to support the delivery of Psychologically Informed Environments (PIE) across Skylight services.
- To support a local PIE working group focused on continuing development of PIE and liaise with national PIE initiatives.
- To support the design and implementation of audit, service evaluation and research activity as required, including supporting the delivery of Psychologically Informed Environments (PIE).
- To undertake data collection, data input, data analysis and the production of reports and summaries, using statistical programmes under the supervision of a qualified professional.
- To review evidence-based literature and research to assist clinicians, as required

### **Psychological Assessment and Therapy**

- Build relationships with members to enable open discussions around mental health difficulties and collaboratively problem solve barriers to receiving and accessing local support
- Where required, to work with autonomy and assist in the psychological assessment of people using the Crisis Skylight services; utilising self-report measures, rating scales and semi-structured interviews, where appropriate.
- Engage with distressed members in a psychologically informed manner, consistent with the Power Threat Meaning Framework (PTMF)
- To carry out specific therapeutic interventions with individuals and/or to take a lead in facilitating therapeutic group interventions
- To assist in the formulation and delivery of plans involving a psychological approach to a person's difficulties.
- To communicate in a skilled and sensitive manner, information concerning the assessment, formulation and intervention options for clients.

### Professional and training

- To support the wider team in providing flexible, person-centred support, using psychologically informed approaches, when working alongside people who are/have experienced homelessness.
- To support the wider skylight team in developing an understanding of psychological difficulties through informal consultation and staff training
- To enable people to access community resources and offer personal/emotional support for them to do this
- To liaise externally with relevant agencies in supporting people to access appropriate services
- To provide a safe, welcoming environment for people accessing services
- To collect and collate data from the people we work with, and staff, using psychological tools including psychometric instruments, and semi-structured interviews to inform practice and monitor individual and service outcomes.
- To attend and contribute to appropriate psychology and wider team meetings.
- To communicate in a skilled and sensitive manner, information concerning assessment, formulation and emotional support.

### **General responsibilities**

- Receive direct weekly management and clinical supervision from a qualified Psychologist, and seek additional supervision and guidance where required.
- Pro-actively seek out opportunities to promote and support member involvement within Crisis
- To work with autonomy (when appropriate) in applying psychological theory into practice

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- Develop and maintain an understanding of Crisis' work and the needs and circumstances of people facing homelessness
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- Comply with Crisis policies and procedures, including Health and Safety policies, for which all employees owe a duty of care both to themselves and others, in accordance with the Health and Safety at Work Act.
- Comply with all Crisis policies and procedures insofar as they relate to the provision of services, including Safeguarding and Equality, Diversity & Inclusion
- Deliver services that are person-centred, sensitive, and responsive to the diverse needs of Crisis Members
- Work collaboratively across departments to support Crisis' mission to end homelessness
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- Flexibility to cover other roles of comparable level to maintain and adapt service delivery where required
- Commitment to the utilisation of Crisis' chosen IT Systems
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- Competent in the use of laptops, desktop PC's and headsets
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- Competent in the use of Microsoft applications i.e.: MS Outlook, MS Teams, MS Word and MS PowerPoint along with the use of online applications, for example Zoom and web browsers - Google Chrome or Microsoft Edge
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- Carry out other reasonable duties that may be required.

## Person Specification

### Essential

1. Upper 2nd class honours degree, or higher, in psychology, or lower with relevant additional professional qualification(s).
2. Eligibility for graduate membership of British Psychological Society.
3. Previous experience working as an Assistant Psychologist or similar role
4. High level of communication skill (written and oral), including an ability to communicate and work in emotive circumstances.
5. Ability to communicate sensitive information to members, carers and colleagues.
6. An understanding of the needs and difficulties of people with emotional, social, physical and/or economic difficulties, and an ability to engage and interact appropriately with people with emotional difficulties, who may be hard to reach, by demonstrating patience, persistence, empathic and flexible approaches to maximise inclusiveness of services.
7. Excellent IT skills, with the capability to produce reports, graphs, charts, and databases.
8. Graduate level knowledge and skills in research methodology, including data analysis, e.g. SPSS for Windows.
9. Experience of working as part of a team and an ability to interact effectively with staff from all disciplines.
10. An ability to accept and use supervision appropriately and effectively, and work reliably and consistently on tasks agreed and managed at regular intervals by the supervisor,
11. An ability to manage own stress in difficult conditions and to identify when additional personal support may be necessary.

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12. Willingness to contribute to the Crisis-wide research and evaluation to support the development of evidence based psychologically-informed practice
13. A commitment to Crisis' values
14. Commitment to equality, diversity and inclusion
15. Knowledge of safeguarding and commitment to act in compliance with safeguarding policy and procedures

### Desirable

16. Experience of supporting and developing Psychologically Informed Environments
17. Previous experience of facilitating training and reflective practice.
18. Knowledge of evidence-based practice and experience of providing individual or group interventions.

*We encourage applications from all sections of the community and particularly from people who have lived experience of homelessness.*

## Supporting your application

Thank you for your interest in working for Crisis.

Before you apply, please take a moment to read through the frequently asked questions below which are designed to support your application and help you understand our recruitment processes.

**The person specification requires a qualification or experience that I do not have. Is it still worth me applying?**

The person specification has the key knowledge, skills, experience or behaviours needed to carry out the job successfully and you will be scored based on any information you provide. If you don't quite meet the criteria, for example if you have an understanding of something rather than experience of doing it yourself, you may still pick up points for explaining your understanding or how you might approach it. However, some of the person specification points, for example specific qualifications, are critical to the role so if you don't meet those requirements, you are unlikely to be shortlisted.

**Can I apply by sending my CV?**

Occasionally we accept CVs and a covering letter but only if this is requested in the advert for the post. We don't accept speculative applications or hold CVs on file.

**What should I do if I can't complete an online application?**

If you would like to apply in a different format, for example in a Word document, because you are unable to use the online process, please contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) It is helpful if you provide details of your requirements or suggestions about how we might best support you to apply so that we're able to consider alternatives.

**How can I maximise my chance of being shortlisted?**

It is important that you complete all sections of the online application form to ensure that the recruiting panel understand your interests, skills, behaviours, knowledge and experience.

Shortlisting is mostly based on the information you provide in the assessment form section.

Support your statements with specific examples that show how you meet each of the person specification points. You may wish to use the **STAR approach**:

**S or T – Situation or task**

Describe the situation or the task that you had to complete. It could be something from your previous employment or personal experience – just make sure it's relevant. Given enough detail for the person shortlisting to understand what was involved

### A – Action

Describe the action you personally took to resolve the situation or task. Explain the process/steps you took. Even if you are describing a group project, describe what you did rather than what the team did as a whole

### R – Result

This is the crucial part of the answer. Explain how your actions resulted in a successful outcome. Talk about what you achieved, the benefits and what you learned.

A strong application will also be in line with the **Crisis Values** that you can find on our website.

**Please note!** If you don't provide full responses against the person specification points, the panel won't be able to score your application fully and it will be unlikely there is enough information for you to be shortlisted.

### How quickly will I know if I have been shortlisted?

Every recruitment campaign will be different depending on how quickly the shortlisting panel can review applications but if you have not been shortlisted, you will receive an email from us confirming that.

### If I am not shortlisted, can I get feedback on my application?

Unfortunately, we are not able to offer feedback on your application if you are not shortlisted for interview.

### Can I get feedback after my interview?

We appreciate that information about where you did well or less well can be useful, so if you are not successful following interview we are able to provide feedback.

### Will you notify me of future vacancies?

Once you have registered via Crisis Jobs Online, you can sign up to receive notifications of new vacancies based on the criteria you select. We also recommend that you check our website regularly for details of new vacancies.

### I recently applied for a role and was not successful, but have seen the role re-advertised. Is it worth me applying again?

If the gap between advertising has been short, we would normally advise that candidates need not apply again, unless you have re-written and enhanced your application. Some examples might be that you have strengthened your examples using the STAR technique above.

## Crisis Jobs Online

I have typed my personal statement answers into the online form, but it won't let me save them. What should I do?

There is a word limit of 400 per answer so it could be that you have exceeded the limit and that is what is preventing you from saving your work.

I filled in the personal statement section and tried to save it/submit it. However, it wouldn't do this and my information was lost. Is there any way to retrieve it?

You are encouraged to record your answers in a Word document first before copying and pasting your answers into the online application form, using the keyboard shortcuts Ctrl + C to copy and Ctrl + V to paste. The application form has a strict time out limit and so if you take longer than that limit you will lose your work and we are unfortunately not able to retrieve it.

Where can I get help?

If your query has not been answered above, you can contact the Recruitment Team [jobs@crisis.org.uk](mailto:jobs@crisis.org.uk) for support.