



Job Description & Person Specification

Job Title	Therapist
Location	London/Hybrid
Hours	28/35 hours per week must include Monday
Accountable to	Senior Therapist
Job Band	6 (Practitioner)
Last updated	August 2024

Job Purpose

The Therapist will undertake work in Respond's Psychotherapy Service, both online and in Respond's clinic in London. The postholder will deliver therapeutic interventions with children, young people and adults with learning disabilities, and autistic people who have experienced abuse and/or trauma and their families, case manage clinical cases and develop and maintain working relationships between Respond and partners. They will maintain records using Respond's assessment and customer relationship management (CRM) systems and contribute to reports required by funders. They may also be required to work in other Respond services depending on organisational needs.

1/ Duties and Key Responsibilities

1.1 Clinical Delivery

- Provide weekly individual psychotherapy to people with learning disabilities, and autistic people, who have experienced sexual abuse, and their family members.
- Maintain accurate and confidential client records.
- Undertake case management tasks as agreed with the Psychotherapy Service Manager.
- Attend clinical supervision to present clinical material and contribute appropriately to the supervision of other clinicians.
- Actively engage in safeguarding responsibilities as enshrined within external partners' and Respond's policies.
- Participate in processing enquiries, referrals and assessments.

1.2 Training and Service Development

- Deliver training, workshops and psychoeducation packages online and in person.
- Develop and maintain effective working relationships with partners to enable service development.

1.3 Monitoring & Evaluation

- Undertake effective monitoring and evaluation of clinical outcomes.
- Undertake training in Respond's CRM and engage in its effective use.
- Contribute to reports and other documentation for senior management, trustees, funders, partner schools and other stakeholders.

2/ Organisational Responsibilities (applicable to all staff)

- Access and work within Respond's policies and procedures.
- Ensure all work is undertaken in accordance with child and adult safeguarding guidelines and policies.
- Attend internal cycle of team meetings relevant to this role.
- Engage with line management, supervision (where appropriate) and appraisal process.
- Comply with data protection regulations, ensuring that information on clients, employees, volunteers and other stakeholders remains confidential.
- Take responsibility for personal learning and development with support from line manager.
- Work in a manner that facilitates equal opportunities and inclusion for all.
- Remain professional and respectful at all times, promoting positive relations with all those we encounter in our work.
- Maintain health and safety and risk awareness for self and others across the organisation.
- Undertake any other duties that Respond may require within the remit of this role.

This job description does not form part of the contract of employment. It is intended as a guide to the general scope of duties and is not definitive or restrictive. It is expected that some duties will change over time and this description will be subject to review with the postholder at their annual appraisal.

Person Specification

Job Title	Therapist
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Experience

- Post qualifying experience as a psychotherapist or creative arts therapist.
- Experience of working with people with learning disabilities, and autistic people.
- Experience of working with family members of people with a learning disability or autistic people.
- Designing and delivering training and workshops to children, young people, adults and their families.
- Partnership working with third sector agencies and statutory services.

Skills & Abilities

- Effective spoken and written communication skills which engage staff, professionals, people with learning disabilities, autistic people and their families.
- Written communication skills that produce clear case records and contribute to funding applications.
- Interpersonal, training and groupwork skills which engage children, young people, adults and their families.
- Manage time and workload effectively in order to meet competing priorities and deadlines.
- Maintain client records and notes accurately.
- Practise using trauma-informed and person-centred models.
- Work independently and as part of a team.
- Able to use Zoom, Microsoft Teams and other video conference packages for therapeutic work.
- Microsoft 365 including Word, Excel, Outlook and PowerPoint and ability to use internet and customer relationship management (CRM) software.

Knowledge

- Safeguarding and child protection laws, frameworks and their meaningful implementation.
- Understand the impact of abuse and trauma.
- Understand monitoring and evaluation processes.
- Understand the challenges of working in the voluntary sector.

Education & Qualifications

- Masters in Psychotherapy or Creative Arts Therapy.
- Registered with HCPC, BACP or UKCP.
- Continuing professional development relevant to the post.

Other Requirements

- Commitment to anti-discriminatory practice and equal opportunities and able to apply awareness of diversity issues to all areas of work.
- Awareness of current limitations and seek support when required.
- Able to work from home in a confidential manner.
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Legal Requirements

- Exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

- Enhanced DBS check.

Job Description Agreement	
Postholder Name:	Date:
Postholder Signature:	
Line Manager Name:	Date:
Line Manager Signature:	